

Person Specification Senior HR Officer

Location:	Woodlands School
Contracted Hours:	37 (reduced hours will be considered)
Contracted Weeks	Term Time + 2 weeks (40 weeks)
Unity MAT Grade/Range:	MAT 6, Scale point 14-17
Special Conditions:	Regular travel across all sites will be required Flexibility around work locations Opportunity for some homeworking as agreed by your line manager within the needs of the service. Flexible working hours, within the needs of the service
Reporting to:	HR Manager
Revised Date:	March 2026

Qualifications and training	Essential	Desirable
HR or Payroll Qualification (e.g. CIPD level 3 or equivalent) or willingness and ability to work towards.		✓
NVQ level 3 or equivalent or experience in a relevant discipline		✓
4 GCSEs (grade C or 4) or equivalent (including Maths & English)	✓	
Experience:		
At least two years' experience in an HR setting	✓	
Experience of using HR and/or systems	✓	
Experience of working in an educational or similar setting		✓
Experience of providing advice on HR or similar matters	✓	
Knowledge, Skills and Abilities:		
Knowledge of employment law, staffing terms & conditions and the ability to interpret appropriately	✓	
Knowledge of school staffing terms and conditions (e.g. Burgundy & Green books, STPCD etc.)		✓
Excellent analytical skills in order to analyse complex data and information and use this to monitor and support activities and promote solutions.	✓	
Knowledge of Access People HR or other HR/Payroll software packages	✓	
A good understanding of internal control requirements	✓	
Excellent written and verbal communication skills.	✓	
Able to produce clear, concise and accurate reports.	✓	
The ability to supervise and support direct reports	✓	
Excellent ICT skills	✓	
Maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	

Good organisation skills and ability to take minutes of meetings	✓	
Drive, enthusiasm and commitment to achieving of Trust objectives.	✓	
Personal Qualities:		
Planned and organised approach to workload	✓	
Work accurately and methodically with attention to detail	✓	
Maintain absolute confidentiality and integrity	✓	
Think laterally and instigate new ideas and approaches	✓	
Professional attitude and appearance and positive "can do" approach to tasks	✓	
The ability to keep calm in challenging situations	✓	
Excellent interpersonal and communication skills	✓	
Committed to the provision and improvement of a quality service	✓	
Committed to CPD	✓	
Other	Essential	Desirable
Understands the importance of policies for safeguarding children and young people	✓	
Committed to equality and diversity	✓	
Able to travel between Trust sites	✓	
Enhanced DBS Check	✓	
Fluent in the use of the English language	✓	