

**HUMAN RESOURCES OFFICER
PERSON SPECIFICATION**



	ESSENTIAL	DESIRABLE
1. Qualifications/ Training	<p>Minimum of GCSEs in Maths and English</p> <p>Willingness to undertake further professional development</p> <p>Experience in HR Operations, ideally within education or public sector</p>	<p>CIPD Level 3 or above</p> <p>SIMS.Net training or experience</p>
2. Experience	<p>Proven experience working in a busy, people-focused administrative environment, ideally within HR or a similar function.</p> <p>Manages cases, provides HR advice</p> <p>Operational HR (disciplinary support, absence management, safeguarding compliance).</p> <p>Overseeing recruitment and safeguarding compliance</p> <p>Ensuring policy adherence</p>	<p>Prior experience working in a school setting</p> <p>Prior experience in recruitment</p>
3. Skills	<p>The ability to work accurately and with discretion when dealing with HR and Payroll matters</p> <p>Works independently and provides guidance to others.</p> <p>A team player with the ability to establish effective links with colleagues</p> <p>Proven IT ability, to include use of Microsoft Outlook, Word and Excel</p> <p>The ability to communicate clearly and accurately, both written and spoken, whilst paying attention to detail</p> <p>Ability to use initiative to respond to peaks and troughs in work flow whilst meeting deadlines and adapting accordingly</p> <p>Ability to prioritise tasks</p> <p>Able and willing to adapt to changing priorities and new systems effectively</p>	
4. Additional Qualities	<p>Ability to deliver a high quality service and demonstrate a commitment to continuous improvement</p> <p>Willingness to cooperate with others</p> <p>Ability to handle sensitive and confidential issues and information</p> <p>Personal integrity</p> <p>An understanding and commitment to equal opportunities in employment, child protection and education equity issues</p> <p>Reliable</p> <p>A passion for education and its role in society</p> <p>Flexibility</p> <p>Calm under pressure</p> <p>To be willing and able to uphold the school's values: Cooperation, Responsibility, Integrity, Resilience, Respect and Kindness</p>	

The postholder has responsibility for safeguarding and promoting the welfare of pupils at the school