

PERSON SPECIFICATIONPOST TITLE: **HR MANAGER**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> Experience of delivering an efficient and effective HR and administrative service including implementing policies and procedures 	<ul style="list-style-type: none"> Experience of working in the educational sector. Planning and managing change 	Application form References Interview
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> 5 GCSEs at Grade A to C (or equivalent) including English and maths CIPD Qualified or equivalent Commitment to personal professional development 	<ul style="list-style-type: none"> CIPD HR qualification Level 5 or above Professional development activities undertaken within last 2 years 	Application Form Documentary evidence
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Knowledge of statutory requirements and legislation relating to employment law Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach Able to effectively plan ahead to anticipate problems and plan for worse-case and best-case scenarios Full working knowledge of relevant HR policies and procedures Good organisational and administrative skills, with the ability to meet deadlines Good communication (written and verbal) skills 	<ul style="list-style-type: none"> A knowledge and understanding of Data Protection/GDPR law. A knowledge of the education sector and some of the current issues facing schools. Ability to use computerised systems and applications. Knowledge of safeguarding responsibilities within an educational environment and 'Keeping Children Safe in Education'; 	Application Form Interview Practical Task
INITIATIVE AND CIRCUMSTANCES	<ul style="list-style-type: none"> Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. Enthusiasm and initiative – along with the ability to be calm and efficient under pressure. Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders. Ability to work independently and manage time effectively. Ability to lead on activities where required and contribute as a team player. Flexibility and a willingness to work outside the normal working patterns when required. Good sense of humour. Full Current Driving Licence and use of a car which is insured for business use 		Application Form Interview References