



nurture – inspire – excel



### Person Specification – Personnel Officer

JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT I/A*
<b>Qualifications</b>			
Educated to: A level, Btec or Level 3 or equivalent experience. Minimum A-C English and Maths	✓		A
Proven continued professional development.	✓		A
Good written and verbal communication skills.	✓		A/I
Good IT competency in Microsoft office packages.	✓		A
A commitment to work towards a school business qualification.	✓		A/I
<b>Experience</b>			
Experience of using computerised information system in an administrative environment.	✓		A/I
Experience of using Microsoft Office packages, especially excel.	✓		A/I
Experience of using SIMS or comparable database.		✓	A/I
Experience of Personnel support		✓	
Office experience preferably in a school environment.		✓	A/I
Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.	✓		A/I
Line management experience		✓	A/I
<b>Skills, knowledge and Understanding</b>			
Good interpersonal skills.	✓		I
Ability to communicate politely and efficiently with a range of service users.	✓		A/I
Ability to act with discretion and maintaining confidentiality	✓		A/I
Ability to work successfully as a team member establishing effective working relationships and flexible	✓		A/I

working practices within the school.			
Ability to work under pressure in a constantly changing and demanding environment.	✓		A/I
Ability to maintain accurate records and filing systems.	✓		A/I
Proven literacy, numeracy and communication skills including being able to respond to staff, parents/carers, governors, pupils outside agencies and the local authority.	✓		A/I
Innovative and creative, to have the ability to make suggestions for improvement.	✓		A/I
Good organisational and time management skills to meet demands and deadlines of the role.	✓		A/I
Ability to relate to adults and children of all ethnic and cultural groups.	✓		A/I
Commitment to educational inclusion, equal opportunities and to safeguarding.	✓		A/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I