

## Person Specification

### Post: HR Manager and Executive Support

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE English and maths</li> <li>• Level 3 HR qualification or working towards a professional HR qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels</li> <li>• Degree or similar</li> <li>• CIPD Membership</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven success as an HR Administrator (or other HR position)</li> <li>• Working to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Working in HR within a school setting</li> <li>• Working as a Personal Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Maintain efficient record keeping systems</li> <li>• Analyse and highlight trends and issues to senior staff</li> <li>• Show sensitivity and objectivity in dealing with confidential issues</li> <li>• Communicate effectively with a wide variety of people</li> <li>• Build and maintain effective working relationships with colleagues, students and wider community</li> <li>• Write fluently with a high degree of accuracy</li> <li>• Competent user of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Employment law and legislation</li> <li>• SIMS Personnel, iTrent or a similar HR management system</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Values-aligned</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel to other sites across the Trust as and when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>