**The King’s Academy: HR Officer – Person Specification**

|  | **CRITERIA** | **E\*** | **D\*** |
| --- | --- | --- | --- |
| **Personal Qualities** | Strongly self-motivated and personally resilient | Y |  |
| Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness | Y |  |
| Conscientious and diligent work ethic | Y |  |
| Exacting standards, with high levels of attention to detail and accuracy | Y |  |
| **Professional Dispositions** | Commitment to the Academy’s Christian ethos and educational purpose | Y |  |
| Pro-active in using initiative | Y |  |
| Creative, constructive, insightful and innovative approach to problem-solving | Y |  |
| Excellent personal record of attendance and punctuality | Y |  |
| Ability to work calmly under pressure, prioritising workloads to meet specified deadlines | Y |  |
| Flexibility, on occasions and within reason, in approach to working hours | Y |  |
| Evidence of learning beyond the workplace | Y |  |
| **Qualifications** | 5 GCSEs or equivalent A\*-C, including Maths and English at C or higher.  A-levels or equivalent level 3 qualifications. | Y |  |
| Degree or similar level vocational / professional qualifications; post-graduate qualifications |  | Y |
| CIPD, or working towards |  | Y |
| **Experience** | Organising recruitment and selection processes | Y |  |
| Employment case work | Y |  |
| Providing sound customer-facing HR advice | Y |  |
| Able to work effectively as part of a team | Y |  |
| Developing, implementing and evaluating policies and procedures | Y |  |
| Working in an educational setting |  | Y |
| **Knowledge** | Foundational understanding of UK employment legislation, good HR management and current trends | Y |  |
| OFSTED inspection protocols |  | Y |
| Excellent levels of literacy | Y |  |
| Sound knowledge of FOI / Data Protection | Y |  |
| **General Skills** | Ability to plan, organise and prioritise effectively | Y |  |
| IT literacy and ability to use HR / Management Information Systems | Y |  |
| **Communication skills** | Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing. Able to draft correspondence to a high standard. | Y |  |
| Ability to assess and diffuse confrontational situations | Y |  |
| Complete and absolute discretion and confidentiality | Y |  |

\*E = Essential D\* = Desirable