



# St Philomena's

## Catholic High School for Girls

### HUMAN RESOURCE OFFICER ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

#### PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

Selection Criteria	Essential: These are qualities without which the Applicant could not be appointed	Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application: A Interview: I Reference: R
Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level.</li> <li>Either have a recognised professional qualification in Human Resources, eg Chartered Institute of Personnel and Development (CIPD) or equivalent relevant work experience.</li> </ul>		A I A I
Experience	<ul style="list-style-type: none"> <li>Evidence of planning, leading and implementing organisation change.</li> <li>Experience of negotiating staff contracts.</li> <li>Proven success in building, developing and leading teams.</li> <li>Experience in managing a significant range of Human Resource functions and processes.</li> <li>Proven ability to deliver a HR service with a high degree of autonomy and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Managing budgets and generating cost savings.</li> <li>Experience within a school environment.</li> </ul>	A I R  A I  A I R  A I R  A I R  A I  A I

<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and interest in current issues within the school environment.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Thorough understanding of employment law and its practical application in the workplace.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• An understanding of the principles of delivering a Human Resource best practice service.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Innovative approaches to "Systems Management" in Human Resources</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Well developed ICT skills.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Efficient time management and excellent organisational skills.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to be adaptable.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Solution focussed.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Consultancy, influencing, coaching and negotiating skills.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Commitment to high standards.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Able to be a positive ambassador for the school in the community.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Willingness to keep up to date with relevant developments specific to the role and participate in development and training opportunities as required.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to prioritise, work in a methodological manner to tight deadlines.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Flexible work ethic.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to relate well with individuals at all levels.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team as well as being pro-active with the ability to work under own initiative without direction.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to assist with the production of accurate records and reports as required.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Good organisational and time management skills.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Excellent communication skills – verbal and written.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Attention to detail.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality when dealing with sensitive data.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Reliable and trustworthy.</li> </ul>		A I R
	<ul style="list-style-type: none"> <li>• Ability to self evaluate and seek opportunity for improvement.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.</li> </ul>		A I
	<ul style="list-style-type: none"> <li>• Ability to understand and demonstrate commitment to Work within and promote compliance with</li> </ul>		A I

	<p>the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.</p> <ul style="list-style-type: none"> <li>Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of conditions of service within a school environment</li> </ul>	<p>A I</p> <p>A I</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>A willingness to support/uphold the Catholic ethos of the school.</li> <li>Working knowledge of EU General Data Protection Regulation (GDPR) legislation, compliance criteria and practical application in the working environment.</li> <li>Flexible approach to working hours to meet the needs of the organisation.</li> <li>To participate fully in the life of the school.</li> <li>Commitment to the value of single sex secondary education</li> <li>Outstanding role model.</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li><b>Must satisfy relevant pre-employment checks.</b></li> </ul> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>		<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>