



**THE GREEN SCHOOL
TRUST**

PERSON SPECIFICATION

JOB TITLE: Head of HR

DEPARTMENT/SECTION: The Green School Trust, HR Office

DATE: April 2024

CATEGORY	ESSENTIAL JOB REQUIREMENTS
<u>EQUAL OPPORTUNITY</u> Specify objective equal opportunity criteria related to effective job performance.	Awareness of the Trust's role as a service provider and employer with regard to equal opportunities.
<u>JOB RELATED KNOWLEDGE/APTITUDE/SKILLS</u> Specific job knowledge <u>necessary</u> for the effective performance of the post.	● Knowledge of statutory requirements and legislation relating to employment law ● Knowledge of teachers' pay and conditions and Academy freedoms ● Knowledge of payroll provision and pension schemes ● Full working knowledge of relevant policies and procedures ● Good ICT skills ● Good Communication and interpersonal skills ● Able to work on your own initiative. ● Ability to multitask and work under pressure ● An awareness of the power of marketing and recruitment and retention issues in the sector

<u>EXPERIENCE</u> The particular type and depth of experience <u>necessary</u> for the effective performance of the duties. (Relevant voluntary work experience should be considered).	• Experience of working in an organisation • Experience of leading a team • Experience of working in an educational setting • Experience of Google documents, Arbor, MySams and other HR packages or a willingness to learn
<u>EDUCATION & QUALIFICATIONS</u> Level of qualifications (if any) is <u>necessary</u> for the effective performance of the duties.	• English and Maths level 2 pass • Level 4 qualifications • Level 7 HR qualification

<u>PERSONAL SKILLS</u> Skills which are most relevant to effective job performance.	• Able to effectively plan ahead to anticipate problems and plan for worst-case and best-case scenarios • Able to problem-solve both operational and strategic issues through a pragmatic and commercially sound approach • Ability to lead on and follow policy changes • Ability to establish positive relationship • Ability to support and motivate staff • Attention to detail • Ability to prioritise workload. • Excellent organisation and planning skills • Good time management • Ability to communicate effectively with staff and stakeholders: in person; in writing; over the telephone. • Ability to deal with difficult situations. • Commitment to safeguarding students, staff and site users • Professional conduct and confidentiality • Ability to use computer (word,excel, google docs) • Ability to work with outside agencies • Common sense and pragmatism • Ability to listen and support staff • Willingness to seek advice and follow policy
<u>OTHER QUALITIES</u>	• Good punctuality and timekeeping

(<u>Only where relevant to effective job performance</u>) e.g. physical, operational requirements or circumstances.	● Good team worker ● Willingness to be hands on to get the job done ● Well presented & smartly dressed ● Always seeking to improve processes ● Enthusiastic, energetic and proactive ● Flexibility and a willingness to support across the Trust ● Commitment and dedication ● A willingness to take on any training required ● Ability to take initiative ● Enjoys responsibility ● Confidentiality
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