

PERSON SPECIFICATION

POST: HR Lead

	Essential	Desirable	Comment
Qualifications and Training			
1. A good level of literacy and numeracy, Grade 4/C in English and Maths	✓		A
2. A Level qualifications		✓	A
3. Evidence of further appropriate professional development, eg CIPD L3 or equivalent, or related experience	✓		A/I
4. Graduate		✓	A
Experience			
1. Experience of working in HR administration	✓		A/I
2. Experience of working with HR including data and reporting functions	✓		A/I
3. HR experience in a school or awareness of HR in the education sector		✓	A/I
4. Has made a positive difference to current or past post and can demonstrate how it was achieved		✓	A/I
5. Successful leadership and management experience	✓		A/I
6. Experience of working in an environment where confidentiality is strictly upheld	✓		A/I
7. Working in a school which includes urban, ethnically diverse communities		✓	I
8. Working with school governors		✓	I
Skills and Abilities			
1. Good interpersonal skills	✓		A/I
2. The ability to prioritise and meet deadlines	✓		A/I
3. Ability to work under pressure at specific times	✓		A/I
4. Good IT skills in MS Office: Word, Excel, Powerpoint plus e-mail and the web	✓		A/I
5. Good written and verbal communication skills	✓		A/I
6. Knowledge of pay and conditions for Local Government services and teachers		✓	I
7. Knowledge and ability to administer employment contracts, variations, resignations and update systems	✓		I
8. Understanding of HR processes and procedures	✓		A/I
9. Able to provide advice on employment terms, conditions, policies and procedures	✓		A/I
10. Ability to deal sensitively and appropriately with confidential information	✓		A/I
Values			
1. Committed, open and honest with high standards and expectations of self and others	✓		A/I
2. Ambitious for pupils, school, colleagues and staff	✓		A/I
3. Passionate about equality, access and fairness	✓		A/I
4. Committed to the responsibility of safeguarding and promoting the welfare of young children	✓		A/I