**Person Specification for College HR Officer**

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| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications:** | | | | | |
| GCSE pass grade C or above (or equivalent) in maths, English and ICT | 🗸 |  | Application form and interview  Certificates checked at interview |  |  |
| A minimum level 3 qualification in Human Resources. (eg CIPD level 3) | 🗸 |  |  |  |
| A degree in HR or Business Administration or a similar subject. |  | 🗸 |  |  |  |
| **Experience:** | | | | | |
| Experience working in a busy HR team of a large organisation | 🗸 |  | Application |  |  |
| Experience working in a school, College or similar environment |  | 🗸 | Application form |  |  |
| **Knowledge and Skills:** | | | | | |
| Understanding of HR processes and procedures | 🗸 |  | Interview /task |  |  |
| Ability to use a range of software packages including the Microsoft suite | 🗸 |  | Application form |  |  |
| Ability to use Sims or Rems |  | 🗸 | Application form |  |  |
| Meticulous attention to detail, highly organised | 🗸 |  | Application form |  |  |
| Able to manage own time and prompt others to meet deadlines | 🗸 |  | Application form |  |  |
| **Role specific:** | | | | | |
| Ability to maintain a professional manner during difficult conversations. | 🗸 |  | Interview |  |  |
| Ability to show empathy whilst being firm and fair. | 🗸 |  | Interview /task |  |  |
| Able to, speak and write in meticulous English | 🗸 |  | Application form and Interview  task |  |  |
| Able to represent the Head of College and other senior leaders in contact with a variety of stakeholders including applicants, Trustees, Board Members and the Local Authorities. | 🗸 |  | Application form and interview |  |  |
| Discreet, able to maintain confidentiality relating to staff and student issues | 🗸 |  | Application form |  |  |
| Ability to speak more than one language |  | 🗸 | interview |  |  |
| Understands safeguarding procedures relating to the role, aware of Keeping Children Safe in Education. | 🗸 |  | interview |  |  |
| Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role | 🗸 |  | interview |  |  |
| **Personal Qualities:** | | | | | |
| The candidate is willing to put our student’s needs at the centre of all they do at work. | 🗸 |  | interview |  |  |
| Excellent record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Able to work under own initiative taking the needs of the school into account. | 🗸 |  | Application, task |  |  |
| Approachable, polite and professional | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required | 🗸 |  | interview |  |  |
| Flexible. Able to manage last minute changes when required | 🗸 |  | interview |  |  |
| Able to undertake all aspects of the role | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |