



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

**POST TITLE:** Human Resources Officer

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for comes into contact with.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD Level 5 qualified or equivalent experience</li> <li>• GCSE grade C or equivalent in Mathematics and English</li> <li>• Education to A Level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Higher Level education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a HR advisory capacity in a busy, high volume HR department</li> <li>• Experience of creating new systems and process to develop efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school environment</li> </ul>
<b>Ability/Skills</b>	<ul style="list-style-type: none"> <li>• A working knowledge and understanding of current UK employment law and codes of practice</li> <li>• Ability to provide pragmatic HR advice to senior staff</li> <li>• Excellent IT skills (MS Office) with the ability to word process and input data accurately at a good speed and to analyse and manipulate data using MS Excel</li> <li>• Excellent communication and interpersonal skills with strong listening skills at all levels within the organisation</li> <li>• Ability to maintain high levels of confidentiality</li> <li>• Able to deal with a number of different situations in quick succession and to remain calm under pressure</li> <li>• Ability to multi-task and prioritise, with strong attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Safer recruitment trained</li> <li>• Understanding of the Single Central Record</li> <li>• Knowledge of SIMS</li> <li>• First Aid at Work Qualification</li> <li>• Work and operate in a unionised environment – dealing with consultations and negotiations with unions</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting and supporting the school's equal opportunities policy</li> <li>• Awareness of and commitment to equal opportunities</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Honest, polite, reliable, resourceful, flexible, punctual and committed</li> <li>• Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour</li> <li>• Good interpersonal skills; able to communicate with people at all levels</li> <li>• Committed to own continuous personal development</li> <li>• Committed to the Draytonian values.</li> </ul>	