



ABINGDON
HOUSE SCHOOL

HR MANAGER PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	➤ A relevant HR qualification (desirable not required) ➤ GCSEs in English and Maths ➤ Safer Recruitment training (desirable not required)
Experience	➤ Background in a generalist HR/people-management role ➤ Experience in the education sector (desirable not required) ➤ Ability to work in a busy, changing environment ➤ Developing, managing and operating HR systems
Skills and knowledge	➤ Strong written and oral communication ➤ Excellent time management skills ➤ Strong IT skills ➤ Experience working with the Google Suite (desirable not required) ➤ Understanding of safer recruitment practices ➤ Understanding of data protection and confidentiality
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality