



## Person Specification

<b>Job Title</b>	HR Manager	<b>Grade</b>	LBR 12 <b>All year round</b>
<b>Reports to</b>	Director of Business and Finance		
<b>Responsible for</b>	HR Admin		

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Significant experience in HR roles in schools, Trusts and business environments	Y	
Experience at HR adviser level or above	Y	
Experience of contributing to organisational strategy and priorities	Y	
Ability to work at pace with complex, conflicting and demanding tasks and in a confidential manner	Y	
A strategic thinker with a creative and pragmatic approach to problem solving	Y	
Ability to use own initiative, work proactively, as well as within appropriate direction and regulations	Y	
Experience of using computer-based HR software and packages	Y	
A highly effective communicator both in writing and verbally	Y	
Excellent written and numerical skills	Y	
Sound planning, research and organisations skills	Y	
Willingness to proactively embrace change	Y	
Assertive and resilient	Y	
Willingness to adopt a flexible and collaborative approach to tasks	Y	
Able to adapt to work with a wide range of different stakeholders including school staff and external agencies including Unions	Y	
Sound knowledge of current employment law, best practice and current thinking in HR management	Y	
Experience of managing change sensitively	Y	
Level 5 or above HR (CIPD) qualified	Y	
Approachable and able to articulate and present effectively to peers and senior management	Y	
Strong evidence of continuing own professional development and that of the team	Y	

Excellent understanding of STPCD green book and burgundy book		Y
Ability to work in a highly confidential manner	Y	
Ability to prioritise workload and work to deadlines	Y	
High degree of professionalism and personal integrity	Y	
Demonstrate a strong customer focussed approach to all	Y	