

**SHREWSBURY HOUSE SCHOOL TRUST**

**PERSON SPECIFICATION for the post of Head of Human Resources**

**Job title: Head of Human Resources**

**Department: Human Resources**

**Reports to: Director of Finance and Resources**

**Responsible for: HR Administration Assistant**

This document sets out the required criteria for the post holder to perform successfully in the role. It is separated into those that are essential for the role and those that are desirable and applications for posts at Shrewsbury House School Trust Ltd will normally be judged against these criteria.

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|  | **Essential** | **Desirable** |
| **Knowledge, Skills & Aptitudes** | * Successful track record in operating at a strategic level, including policy development and implementation. * Staff management and assuming responsibility for workload allocation. * Providing professional advice and support to senior managers on strategic and operational. * Ability to interpret HR policies, procedures, conditions of service and relevant legislation. * Evidence of ability and experience of supporting managers to improve business and people performance. * Leading HR projects and implementing new initiatives. * Producing reports for senior management on a range of HR issues to improve people and business performance. * Excellent up to date knowledge of employment legislation. * Good commercial / business awareness and understanding. * Professional integrity, discretion and resilience. * Ability to influence and motivate people, if necessary, in difficult circumstances. * Ability to research, analyse and reason logically within tight and conflicting timeframes. * The written skills to produce and present clear and succinct correspondence and reports. * Effective verbal communication skills to communicate with a diverse staff group. * Strong organisational capability with a good eye for detail and able to comfortably multi task. * Assertive, but ability to listen with empathy and not to pre-judge situations or outcomes. * Ability to analyse the needs of individual staff and managers and provide appropriate levels of HR support and advice. * Be confident about gathering facts and statistics and undertaking financial calculations. * Able to manage conflicting priorities and achieve objectives. * Comfortable in the use of MS Word, Excel, PowerPoint and Outlook and experience of using an HR database, accessing data and compiling reports. | * Education sector knowledge an advantage. * Knowledge of ISI compliance issues affecting HR |
| **Personal Qualities** | * Tenacity, perseverance * Attention to detail * Empathy, supportive but capable of putting forward own point of view and being assertive when required * Good sense of humour * Capable of dealing with a busy and varied workload |  |
| **Education, Training & Qualifications** | * CIPD qualified | * Degree |
| **Experience** | * Proven experience in a similar role with a track record of success * Working in HR at a senior advisory or management level in similar or larger organisation. |  |
| **General (if applicable)**  **E.g. Current driving licence if required for the job role.** | * Current driving licence * Ability to work at different sites within the Trust as required |  |