



HR MANAGER
PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level standard 	<ul style="list-style-type: none"> ▪ CIPD qualification
Experience	<ul style="list-style-type: none"> ▪ HR Adviser level in a generalist role ▪ Producing a variety of contracts ▪ Compliance matters 	<ul style="list-style-type: none"> ▪ HR Manager level ▪ Educational setting ▪ Senior/boarding school
Skills	<ul style="list-style-type: none"> ▪ Excellent communicator, both orally and in writing; ▪ Ability to work collaboratively ▪ Solve problems and make appropriate decisions ▪ Sound judgement ▪ Ability to work independently and use initiative ▪ Able to establish and maintain co-operative working relationships ▪ Impressive facility with language: precise and accurate use of written and spoken English ▪ Flexible thinking ▪ Strong organisational skills 	
Knowledge	<ul style="list-style-type: none"> ▪ Excellent knowledge and understanding of HR issues and processes ▪ Highly developed and up-to-date knowledge of employment law and its application ▪ Sound working knowledge of Microsoft Office, including Word, Outlook and Excel 	<ul style="list-style-type: none"> ▪ Knowledge of ISI regulations and KCSIE ▪ SIMS
Personal competencies and qualities	<ul style="list-style-type: none"> ▪ Personable with good interpersonal skills at all levels ▪ Discrete and trustworthy ▪ Highly motivated with a positive attitude ▪ Professional personal presentation 	<ul style="list-style-type: none"> ▪ Understanding of and willingness to engage with the values of a Catholic School.