

# THE BISHOP OF WINCHESTER ACADEMY

## Person Specification- HR Officer

### Ethos

#### *Essential*

- Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.
- Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
- All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.

### Education, Training and Qualifications

#### *Essential*

- A professional HR qualification, have member status of the Chartered Institute of Personnel and Development (CIPD)

#### *Desirable*

- Educated to degree level or equivalent experience.

### Skills and Abilities

#### *Essential*

- A committed and highly motivated team player.
- Excellent written and verbal communication skills.
- A good organiser who is able to work under pressure.
- Excellent interpersonal and liaison skills.
- ICT literate with the ability to word process and accurately record data.
- Able to work on own initiative, with minimal supervision and guidance.
- Ability to manage own time effectively and assume responsibility.
- Ability to remain calm and contribute to the resolution of problems.
- Flexible and able to respond quickly to new situations.

### Specialist Knowledge

#### *Essential*

- A good knowledge of employment law
- Understanding of Data Protection requirements.

#### *Desirable*

- Knowledge, skills and experience in the use of SIMS or other database packages.

### Experience

#### *Essential*

- Experience of customer care and delivering front line services.

#### *Desirable*

- Special skills and experience in working with young people particularly within a school setting and in partnership with other agencies.

### Other

#### *Essential*

- Fully committed to the academy's Equal Opportunities Policy.
- Willingness to attend training for SIMS applications.