

HAYDON SCHOOL
PERSON SPECIFICATION – HR MANAGER

Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

| Attributes | Essential / Desirable | How Identified |
|--------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| <u>Qualifications</u> | | |
| 1. Degree | Essential | Certificate / Application |
| 2. Relevant HR qualifications / working towards / willing to work towards | Essential | Certificate / Application |
| 3. At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification; | Essential | Certificate / Application |
| 4. Excellent communication and numeric skills | Essential | Application / Interview |
| <u>Experience and associated skills</u> | | |
| 5. Managing and leading a team | Essential | Application / Reference |
| 6. Positive, can do attitude | Essential | Reference / Interview |
| 7. Experience of working with people in a variety of contexts | Essential | Reference / Interview |
| 8. Experience of using databases and various software packages | Essential | Application / Interview |
| 9. Very confident with Word and Excel | Essential | Application / Interview |
| 10. Confidentiality | Essential | Application / Interview |
| 11. Administration experience | Essential | Application / Interview |
| <u>Other relevant experience and training</u> | | |
| 12. Ability to demonstrate a willingness to improve own practices and methodologies | Essential | Application/ Interview |
| <u>Personal skills and specialist knowledge</u> | | |
| 13. Good record of health, attendance and punctuality | Essential | Interview/Reference |
| 14. Ability to motivate staff to develop and improve existing practice | Essential | Interview/Reference |
| 15. Ability to communicate effectively with internal and external stakeholders | Essential | Interview/Reference |
| 16. Ability to manage working time effectively and to develop professionally | Essential | Application / Interview |
| 17. Confident to challenge the status quo | Essential | Application / Interview |
| 18. Organisational skills | Essential | Application / Interview |
| 19. Solution focused, can do attitude | Essential | Application / Interview |

DATE: NOVEMBER 2020