**Person Specification for HR Manager April 2019**

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| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications:** | | | | | |
| CIPD Level 5 | 🗸 |  | Application form and interview  Certificates checked at interview |  |  |
| GCSE pass grade C or above (or equivalent) in maths, English and ICT | 🗸 |  |  |  |
| **Experience:** | | | | | |
| Experience working in a busy HR environment | 🗸 |  | Application |  |  |
| Experience working in a school or similar environment |  | 🗸 | Application form |  |  |
| Knowledge of SIMs or similar information database | 🗸 |  | Application form |  |  |
| Managing all aspects of recruitment including safer recruitment processes | 🗸 |  | Interview  task |  |  |
| Managing staff absence and improvement of attendance | 🗸 |  | Application form  &interview |  |  |
| Management of complex HR processes including disciplinary, capability, grievance, and able to advise and support education and site managers in carrying out these processes | 🗸 |  | Application form and task |  |  |
| Awareness of issues relating to working with people who have disabilities |  | 🗸 | Application form  &interview |  |  |
| **Knowledge and Skills:** | | | | | |
| Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role | 🗸 |  | interview |  |  |
| Meticulous attention to detail, highly organised | 🗸 |  | Application form |  |  |
| Able to manage own time and prompt others to meet deadlines | 🗸 |  | Application form |  |  |
| Ability to use range of software packages including the Microsoft suite | 🗸 |  | Application form |  |  |
| **Role specific:** |  |  |  |  |  |
| Able to, speak and write in grammatically correct English | 🗸 |  | Interview/  task |  |  |
| Able to manage difficult conversations, achieving the balance between support and need for staff to undertake their roles to meet the needs of the school and children. | 🗸 |  | Application form and interview |  |  |
| Discreet, able to maintain confidentiality relating to staff issues | 🗸 |  | Application form |  |  |
| Ability to speak more than one language |  | 🗸 | interview |  |  |
| Understands safeguarding procedures relating to the role, aware of Keeping Children Safe in Education | 🗸 |  | interview |  |  |
| **Personal Qualities:** | | | | | |
| The candidate is willing to put our students needs at the centre of all they do at work. | 🗸 |  | interview |  |  |
| Excellence record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Able to work in a team, taking a leading role and supporting less experienced team members | 🗸 |  | Interview  task |  |  |
| Able to work under own initiative when the situation demands this | 🗸 |  | Application |  |  |
| Approachable, polite and professional | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required | 🗸 |  | interview |  |  |
| Flexible. Able to manage last minute changes when required | 🗸 |  | interview |  |  |
| Physically able to undertake all aspects of the role | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |