

PERSON SPECIFICATION

JOB TITLE	Trust HR Officer – Part-Time, Permanent
GRADE	Grade 6 (Full time, all year round salary band £25,801 pa to £32,029 pa). Part time pro rata band, based on 3 full days, is £14,249 to 17,689 pa.
HOURS	Part-Time (3 days) Term time only plus teacher training days plus 2 weeks during the holidays. Working pattern 7.5 hours per day, to include Friday. Working pattern to be confirmed between the hours of 8.00 am to 5.00 pm – 3 days per week.

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
KNOWLEDGE AND UNDERSTANDING	<p>Of:</p> <ul style="list-style-type: none"> Recruitment, Selection and Induction procedures Full knowledge of relevant policies/codes of practice and understanding of relevant legislation/employment law Computerised packages e.g. Microsoft Word, Excel, Outlook, SIMS Safer recruitment statutory guidance Payroll and pension procedures 	<p>A, I, R A, I, R A, I A, I A, I</p>
SKILLS	<ul style="list-style-type: none"> Effective written and verbal (in person or by telephone) communication skills in order to work with, and relate to, all stakeholders of the Trust at all levels to understand and resolve questions or issues raised, and to interpret and advise on information. Use of numeracy skills to undertake tasks in connection with HR metrics, reports, evaluation of projects. Good literacy skills in order to provide the required level of support to relevant stakeholders. Organisational skills to provide the necessary support to relevant stakeholders Team leading skills to effectively lead on case work and other project work IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines 	<p>A, I, R A, I, R A, I A, I, R A, I, R A, I, R</p>
ABILITIES and QUALITIES	<p>To:</p> <ul style="list-style-type: none"> Produce effective action plans in order to resolve a range of HR situations Evaluate outcomes and drive forward improvement Relate well to stakeholders at all levels Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people's needs and expectations. Deliver presentations and advice and guidance to a wide range of recipients Work individually and in a supportive team environment Handle confidential information correctly and to act with discretion, tact and diplomacy Prioritise workload to meet agreed deadlines Be flexible, use initiative, and remain calm and focused during times of pressure Take good quality notes 	<p>A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R</p>

	<ul style="list-style-type: none"> Analyse situations and information and make sound, qualified decisions Be able to interpret and follow procedures and pay close attention to detail Be reliable and punctual Be resilient whilst having a good sense of humour Drive with use of own vehicle to travel to schools within the Trust 	<p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I</p>
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> Excellent literacy and numeracy skills equivalent to GCSE in English and Maths Preferably CIPD qualified, working towards qualification or be willing to study for the qualification 	<p>A, I</p> <p>A</p>
EXPERIENCE	<p>Of:</p> <ul style="list-style-type: none"> Working in an HR environment Advising and guiding staff and leading on change/improvements Working in an environment of equal opportunities 	<p>A</p> <p>A, I, R</p> <p>A, I, R</p>
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> Motivation to work with children and young people; Ability to form and maintain appropriate relationships and personal boundaries with children and young people; Emotional resilience in working with challenging behaviours; and Attitudes to use of authority and maintaining discipline 	<p>I</p>

Responsible to: Trust HR Director

Responsible for: -

Key Relationships: Headteachers and leadership teams of Trust sites, relevant teaching and support staff, Central Services staff.

Location: Base school is Caludon Castle, with a requirement to travel to each school within the Trust on a regular basis (initially each week, albeit this will vary based on the volume of case work and should the size of the Trust change)

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment