

GLF Schools - Person Specification

Job Title: HR, Communications & Public Relations Officer		
	Essential	Desirable
Professional and Experience		
Experience of working in an educational environment		√
Experience of working in a school office		√
Experience in working in a Primary school environment		√
Knowledge and Skills		
ICT skills – Competent in using Microsoft Excel & Word	√	
ICT skills - Familiarity with SIMS, Parentpay, PowerPoint, Publisher and other packages		√
Good interpersonal skills, and written and verbal communication skills.	√	
Good administration skills.	√	
Good planning and organisational skills including the ability to work to deadline and to use own initiative.	√	
Good planning and organisational skills including managing deadlines.	√	
Good understanding and commitment to equal opportunities	√	
Good knowledge of social media, including Twitter	√	
Personal Attributes		
Pleasant and welcoming manner.	√	
Confidence, enthusiasm and a positive outlook	√	
Excellent time keeping and pattern of attendance.	√	
Personal integrity and loyalty, remaining confidential at all times	√	
An ability to use initiative and prioritise work	√	
Able to remain calm, efficient and positive under pressure	√	
Effective team member	√	
Commitment to safeguarding procedures	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants		

from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.