



Person Specification

Human Resources Officer

It is essential that your application includes evidence of your experience against the requirements of the person specification and the interview process will be designed with a view to assessing this evidence.

	APPLICATION FORM	INTERVIEW
ABILITIES		
Ability to operate a range of basic resources and equipment including computers and photocopiers	✓	
Ability to use proficiently standard office equipment including word-processing, spreadsheet, database and internet systems	✓	✓
Ability to absorb and understand a wide range of information concerning the functions of the school	✓	✓
Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries and to work as a member of a team	✓	
Time management and the ability to work to deadlines	✓	✓
Ability to work independently and with initiative	✓	✓
Ability to identify problems/develop solutions	✓	✓
SKILLS		
Verbal and written communication skills appropriate to the need to communicate with colleagues and parents/carers	✓	✓
Good standard of numeracy and literacy skills	✓	
KNOWLEDGE		
Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation	✓	
EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST		
CIPD or equivalent, or able to demonstrate an equivalent level of attainment through relevant qualification or experience	✓	
EXPERIENCE		
Evidence of successful clerical, administrative, HR and payroll experience in a comparable working environment	✓	
Administering/developing personnel procedures/systems	✓	
Setting up/developing databases, gathering data and producing statistical reports in an informative/concise manner	✓	
CUSTOMER CARE RELEVANT TO THE POST		
Flexible and adaptable in approach to work Good communicator and personable Team player	✓	