



PERSON SPECIFICATION

JOB TITLE	Human Resources Officer	
DEPARTMENT/SECTION	HR	
SAFEGUARDING: <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</p>		
CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level or similar.	√	
CIPD qualified to at least Level 3		√
Up-to-date knowledge of employment law and its practical application	√	
Familiarity with The Home Office Immigration Department's guidance and requirements.		√
EXPERIENCE		
Experience of working in an HR department	√	
Experience of working in a School		√
IT literate, particularly MS Office.	√	
Experience of working in a similar sized organisation, preferably an educational setting		√
Experience of implementing, or assisting with implementing, HR policies and procedures.		√
COMPETENCIES		
Excellent people skills, high confidence and an ability to build strong rapport with colleagues at all levels.	√	
High levels of organisation, attention to detail and self-motivation.	√	
Ability to prioritise and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Ability to remain calm and professional whilst under pressure.	√	
Enthusiastic, with and eagerness to learn and develop skills.	√	