



**St Gregory the Great Catholic School**  
*All through school for students aged 3 – 19*  
 Cricket Road, Oxford, OX4 3DR  
 T: 01865 749933 E: stgregory@dbmac.org.uk



*'Opera in caritate'*

Deputy Head: Secondary  
 Mrs H Pallier

Head of Secondary School  
 Mr S Tucker

Head of Primary School  
 Mrs H Forder-Ball

**PERSON SPECIFICATION**

**Role: Human Resources Manager**

All staff must make a positive contribution to:

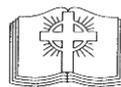
- The pursuit of excellence and the highest standards of quality
- Their own professional development, in accordance with the needs of St Gregory the Great Catholic School
- Being ambitious for everyone
- The Catholic ethos of our school
- Caring for everyone in our school

Our motto 'opera in caritate' is based on the words of St Gregory and it is our 'work through acts of love' that underpins all that we do. Each child is uniquely created in the image and likeness of God, and they are loved and challenged to grow in maturity and confidence so they can be the best person that God has called them to be.

We have high expectations of good conduct and self-discipline set within a happy and caring environment. The culture and ethos of our school is one where we all have high aspirations to achieve. As a team of dedicated and specialist staff we work together to enable each student to realise his or her potential.

St Gregory's is a special place with many special qualities. Our prospectus will tell you more about what we have to offer, and give you a snapshot of the school, and our website provides updates on news and events. However, there is no substitute for a personal visit. If you are considering becoming part of our school, you are warmly invited to come and experience our school in action.

Attributes	Essential	Desired
Experience and Education	<p>Substantial experience of managing HR</p> <p>Experience in the development and implementation of HR strategies, employment policies, procedures and guidelines</p> <p>Experience at recruitment interviewing and assessment at a senior level</p> <p>Experience of working with trade unions and external agencies</p> <p>Experience of delivering effective training</p> <p>CIPD qualification to level 7 (or equivalent)</p> <p>Good English and Maths GCSE passes ( or equivalent)</p>	<p>Managing HR in an educational environment</p> <p>Degree in a relevant subject</p>
Skills, Knowledge and Aptitude	<p>Proven generalist experience including the ability to work at both strategic and operational levels</p>	<p>Understanding of the distinctive nature of a Catholic School</p>



	<p>Fully conversant and up-to-date with all aspects of employment legislation, case law and HR best practice</p> <p>Ability to work autonomously and flexibly</p> <p>Effective influencing, persuading, coaching and negotiating skills</p> <p>Excellent interpersonal, written and verbal communication skills</p> <p>Supervisory skills with the ability to delegate work as appropriate</p> <p>Ability to prepare and present reports.</p> <p>Excellent planning and organisation skills to meet deadlines</p> <p>Proficient in the use of MS Office applications, email and the Internet</p> <p>Excellent attention to detail</p> <p>Co-operative and supportive team player</p> <p>A good working knowledge of HR systems</p> <p>Ability to create HR communications appropriate for the audience</p> <p>Evidence of continuing professional development</p>	
<p>Motivation</p>	<p>Willingness to undertake further training/development opportunities.</p> <p>Willingness to be flexible</p> <p>Pro-active and self-motivated</p>	
<p>Safeguarding</p>	<p>Suitable to work with children and young adults and/or vulnerable adults</p> <p>Requirement to apply for a Disclosure and Barring Service (police) check or to have a check undertaken against an existing DBS certificate (DBS update service)</p>	