

	<p style="text-align: center;">HR MANAGER</p> <p style="text-align: center;">PERSON SPECIFICATION</p>	
<p>Date: January 2020</p>		

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

1. GCSE Grade C minimum (or equivalent) in Maths and English.
2. Educated to degree level or equivalent
3. Holds a CIPD qualification (desirable)
4. Experience of provide support and advice to all members of or associated to an organisation (internal and external)
5. Experience of working within a school setting (desirable)
6. Experience of working in HR administration
7. Experience of developing and implementing HR policies and procedures.
8. Holds in depth knowledge of HR and employment legislation and procedures.
9. Ability to work on own initiative and commitment to getting the job completed to a high standard.
10. Excellent interpersonal skills; the ability to liaise with governors, outside organisations/agencies, students, parents and staff at all levels.
11. Ability to maintain good relations and professional manner with all members in or associated with the Trust.

12. Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably or SIMs), e-mail, Internet and any other systems associated with the role.
13. Excellent written and oral communication skills.
14. Experience of working in a busy environment, meeting tight deadlines and working under pressure whilst remaining calm.
15. Ability to prioritise own workload.
16. A keen and flexible attitude to work.
17. Good organisational skills.
18. Experience of dealing appropriately with confidential matters.
19. Willingness to be trained to further experience and knowledge relevant to the job.
20. Experience or understanding of how schools operate and the pressures they face.
21. Ability to work well as part of a team.