



## Person Specification

### HR Manager

<b>Job Title:</b>	HR Manager
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	HR Assistant
<b>Contracted Hours</b>	35 hours per week
<b>Contracted Weeks/Year:</b>	41 (term time only plus 2 weeks)

<b>Main Job purpose:</b>	<p>To lead on the management of all HR, employment and employee matters for the School ensuring all personnel administration procedures are completed accurately and on a timely basis, whilst maintaining confidentiality.</p> <p>To keep up to date with all relevant employment law, legislation and HR developments and best practice and ensure compliance with school policies and external legislative requirements.</p> <p>To lead on staff wellbeing and support SLT to ensure compliance with Safeguarding</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	<ul style="list-style-type: none"><li>Level 7 CIPD (or working towards) qualification or equivalent</li></ul>	Essential	Documentary evidence Application Form
	<ul style="list-style-type: none"><li>Education to GCSE level, grade C or above in English and Maths or equivalent</li></ul>	Essential	
	<ul style="list-style-type: none"><li>Relevant HR Manager Experience (5 years minimum)</li></ul>	Essential	
	<ul style="list-style-type: none"><li>Previous line management experience</li></ul>	Essential	
	<ul style="list-style-type: none"><li>Mental Health First Aid trained (or willing to train)</li></ul>	Desirable	
	<ul style="list-style-type: none"><li>Experience of working in an education establishment</li></ul>	Desirable	
Skills, Knowledge and Understanding	<ul style="list-style-type: none"><li>Excellent working knowledge of Microsoft Office: Word, Excel and Outlook</li></ul>	Essential	Application Form References Interview
	<ul style="list-style-type: none"><li>Ability to understand and interpret information - well developed research and analytical/evaluation skills, including the ability to draw appropriate conclusions from complex information and offer considered recommendations/options to decision makers</li></ul>	Essential	
	<ul style="list-style-type: none"><li>A working knowledge of SIMS</li></ul>	Desirable	

	<ul style="list-style-type: none"> <li>Knowledge and understanding of administrative procedures and processes with a Human Resources function</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Excellent interpersonal skills including a high level of written and spoken English. Excellent listening and communication skills.</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>High level of organisational skills with excellent attention to detail</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to cope well under pressure and be efficient at multitasking and ability to meet deadlines</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to communicate a variety of information and ideas effectively to a range of audiences</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to solve problems using own judgement and investigatory skills</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to handle and respond to potentially emotive situations</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Integrity and the ability to handle confidential information securely and with discretion</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Good time management and prioritisation skills</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to follow instructions</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to work well both as part of a team and individually</li> </ul>	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school in achieving the best outcomes for students</li> </ul>	Essential	Application Form References Interview
	<ul style="list-style-type: none"> <li>High levels of tact, diplomacy, discretion, persuasion and respect</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Good business acumen and ability to think strategically</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Confidence to work alone and use own initiative, experience and knowledge and act accordingly</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>A flexible and adaptable approach, meticulous and conscientious</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Friendly and approachable with the ability to build effective working relationships with colleagues</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to deal with queries in a professional manner</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>A willingness to learn new skills and undertake training as required</li> </ul>	Essential	
Safeguarding	<ul style="list-style-type: none"> <li>Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul>	Desirable	Reference Interview
	<ul style="list-style-type: none"> <li>Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	Essential	
Other	<ul style="list-style-type: none"> <li>Eligibility to work in the UK</li> </ul>	Essential	Application Form Interview
	<ul style="list-style-type: none"> <li>Appointment subject to enhanced DBS and validated references</li> </ul>	Essential	