

**PERSON SPECIFICATION – HR Academy Lead**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  Educated to GCSE grade A-C or equivalent in English and Maths  Business/HR Related qualifications  Administrative/PA related qualifications  Evidence of continued professional development  Safer Recruitment Trained | **√** | **√**  **√**  **√**  **√** |
| **EXPERIENCE**  Previous HR and administrative experience, ideally within an Education Institution or a fast-paced HR environment.  Experience of developing and maintaining HR data records, e.g. personnel file/sickness/payroll.  Experience of carrying out thorough audits to ensure policies and procedures are followed.  Experience of co-ordinating recruitment campaigns and conducting onboarding procedures.  Experience of marketing an organisation and promoting employment opportunities using social media platforms as well as maintaining the organisation’s website.  Experience of using a Management Information System/HR portal for employee records (such as Integris/SIMS/DES).  Experience of payroll management and checking  Experience of clerking/minuting meetings  Awareness of Ofsted requirements and the Single Central Register | **√**  **√**  **√** | **√**  **√**  **√**  **√**  **√**  **√** |
| **SKILLS & KNOWLEDGE**  Excellent interpersonal and communication skills.  Committed to learning new skills and pursuing professional development.  Well-developed IT skills using office software systems  Ability to interpret legislation and supporting policies.  Excellent organisation skills and the ability to prioritise tasks, managing your time effectively to meet conflicting deadlines.  Excellent teamwork and collaboration skills.  Confident in using Outlook and Teams.  A clear understanding of current GDPR legislation.  Clean driving licence.  Knowledge of Trust /Academy Governance. | **√**  **√**  **√**  **√**  **√**  **√**  **√** | **√**  **√**  **√** |
| **QUALITIES**  Reliable, effective punctual team member whose attendance is regular.  Readiness to show sensitivity and flexibility to suit the circumstances.  A positive and optimistic attitude.  Have a clear view of appropriate personal work/life balance.  Accustomed to using own initiative and the ability to work independently or liaise effectively with professional colleagues from a range of support services. | **√**  **√**  **√**  **√**  **√** |  |

**Outstanding Achievement for All**