



THE MARLBOROUGH C of E SCHOOL

PERSONAL SPECIFICATION: ASSISTANT TO THE SCHOOL BUSINESS MANAGER & HR LEAD

	Essential	Desirable	Evidence
Qualifications			
Good Numeracy and Literacy Skills	√		AP&CT
Level 3 CIPD qualification or equivalent or relevant experience	√		AP&CT
Health & Safety qualification or relevant experience		√	AP&CT
Enhanced DBS, Clearance for Prohibition Check + Right to Work in the UK	√		DBS
Experience			
HR experience including managing employee relations and casework	√		AP&IN
Experience of working in a school environment		√	AP, IN, RF
Experience of communications with other professional organisations	√		AP&IN
Skills			
Good knowledge of operational management		√	AP, IN & RF
Excellent attention to detail	√		AP, IN & RF
An understanding of the current education environment		√	AP, IN & RF
Effective communication and interpersonal skills	√		AP&IN
The ability to build effective relationships with staff and stakeholders	√		AP, IN & RF
Ability to listen and employ influencing skills to effect change	√		AP&IN
The ability to demonstrate sound judgment and work alongside a range of professionals	√		AP, IN & RF
Knowledge of employment law		√	AP&IN
Understanding of the impact of potential errors within the field of HR	√		AP&IN & RF
An understanding of the importance of safer recruitment		√	AP&IN & RF
The ability to work independently	√		AP&IN & RF
Knowledge, Understanding and other Attributes			
Understanding the educational values of the school	√		AP&IN
A desire to support the school to ensure pupils achieve their potential	√		AP&IN
An ability to empathise and listen	√		AP&IN
Ability to work under pressure and prioritise effectively	√		AP&IN
Honesty and integrity	√		AP&IN
Commitment to safeguarding, child protection, equity, diversity and inclusion at all times	√		AP&IN

AP = Application Form, IN = Interview, CT = Certificates, OB = Observation and RF = References

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.