

Person specification: **HR Officer**

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
Evidence of relevant and appropriate qualifications. (A Level or equivalent)	✓	
Evidence of further personal and professional development		✓
Evidence of HR and or wellbeing training	✓	
CIPD Level 3		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Dealing effectively with other (internal and external) agencies	✓	
Proven track record of meeting deadlines for daily tasks Experience of working in HR role or similar	✓	
Working within a school environment		✓
Experience in HR Administration and an understanding of HR processes	✓	
Able to use a range of ICT applications (MS Office & e-mail), and provides evidence of a willingness to utilise the possibilities of ICT in the development of the post	✓	
Experience in the line management and recruitment of staff	✓	

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse with and support various stakeholders with various levels of HR knowledge	✓	
Demonstrates effective interpersonal skills and sound organisational skills	✓	
Able to deal with confidential information and maintain confidentiality	✓	
Demonstrates the ability to build and form good relationships with colleagues and external agencies through the ability to deal tactfully and professionally with them	✓	
Able to work under pressure and to deadlines	✓	
Flexibility and patience	✓	
Commitment, enthusiasm, and energy	✓	
Willing to constructively challenge the work of self and others to continually improve own and team performance	✓	
Ability to analyse and review data objectively		✓