

PERSON SPECIFICATION

Job title: Senior HR Officer

Team: HR Team & Hub Operations Team

Reporting to: Trust HR Manager

| Education and experience | Requirement |
|--|-------------|
| Experience of working in a generalist HR role | Essential |
| CIPD Level 5 or equivalent experience | Desirable |
| Experience of schools based HR | Desirable |
| Knowledge and skills | Requirement |
| Good knowledge of recruitment practices | Essential |
| Ability to build effective relationships with internal and external stakeholders | Essential |
| Excellent communication skills | Essential |
| Excellent interpersonal skills | Essential |
| Excellent attention to detail | Essential |
| Strong IT skills | Essential |
| Basic knowledge of employment law and management of employee relations cases | Essential |
| Experience of supervising staff | Desirable |
| Basic knowledge of safeguarding | Desirable |
| Valid driving licence and transport | Desirable |
| Personal characteristics | Requirement |
| Collaborative and empathetic | Essential |
| Diplomatic and pragmatic | Essential |
| Committed to the vision and values of Acer Trust | Essential |
| Committed to own learning and professional development | Essential |
| Flexible and adaptable | Essential |