

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff Human Resources and School Services Manager**

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none"> • 5 good GCSEs including English and Maths at Grade C or above (or equivalent). • Excellent word processing skills. • Eligible to work in the UK. • Has a CIPD Level 5 qualification (desirable) or suitable Human Resources experience. 	<ul style="list-style-type: none"> • Excellent Excel skills. • Educated to Degree level. 	Application form, evidence and test
Experience	<ul style="list-style-type: none"> • Working in a Human Resources role. • Dealing with difficult and sensitive situations in a diplomatic and professional manner. • Good interpersonal and listening skills, able to communicate effectively both orally and in writing. • Supervision, coaching and management of staff. • Handling sensitive personnel situations appropriately. • Working confidentially. • Maintaining accurate records and filing systems. • Working of providing high quality admin support. • Working with children or young people. • Carrying out recruitment and interviewing process. 	<ul style="list-style-type: none"> • Experience in ParentPay, Arbor, OneDrive, Sharepoint. • Knowledge in child behaviour/ special needs eg: autism. 	Application form/interview/reference
Quality of Relationships	<ul style="list-style-type: none"> • Able to relate to students, colleagues and parents in a calm and sympathetic manner. • Ability to display fairness and respect for students and colleagues. 		Interview/reference
Personal Style and Characteristics	<ul style="list-style-type: none"> • Excellent interpersonal skills, mature and professional. • Self-motivated, conscientious with commitment to providing a high quality of service. • Good timekeeping, attendance and flexibility. • Open minded, friendly and proactive with good sense of humour. • Calm and caring, including when under pressure. • Ability to meet deadlines. 		Interview/reference
Skills and Aptitude	<ul style="list-style-type: none"> • Strong organisational and time-management skills and ability to work under pressure. • Resilience and optimism to lead through day-to-day challenges in a busy school environment, to work under pressure and be decisive. • An ability to help implement necessary routines and patterns to establish good behaviour management within a school. • Ability to use IT systems including databases and Microsoft Office. • Ability to use and maintain recording systems both manual and computerised and produce reports. • Ability to pay attention to detail when completing admin tasks. • Ability to communicate fluently in accurate spoken and written English. • Committed to safeguarding the welfare of children. 		Interview