

PERSON SPECIFICATION
HR Manager

| Attributes | Essential (√) | Desirable (√) | Method used to gather information A – Application I – Interview T – Test P – Presentation |
|---|-------------------------|-------------------------|--|
| Qualifications | | | |
| Relevant Degree or equivalent | √ | | A & I |
| CIPD Qualification (Level 5 or above) or significant equivalent experience | √ | | A & I |
| Work or Relevant Experience | | | |
| Experience of working in an HR Manager/Advisor role for a minimum of 3 years | √ | | A |
| Developing, updating and implementing a full range of HR policies & procedures | √ | | A |
| Experience of managing and delivering organisational change (e.g. TUPE, redundancies etc) | √ | | A & I |
| Proven ability to manage service delivery including experience of HR casework (discipline, grievance, absence management etc) | √ | | A & I I |
| Experience of liaising with legal advisors and sourcing advice and information | √ | | A & I |
| Experience of working in an educational context | √ | | A |
| Working with Trade Unions | √ | | A |
| Experience of implementing process/systems improvements | | √ | A |
| Working within a School/Academy/Multi Academy Trust | | √ | |
| Knowledge and Understanding | | | |
| Good knowledge and understanding of HR policy and practices in an educational environment | √ | | I |
| Knowledge of the 'Burgundy Book' and how it applies to teaching staff | √ | | I |
| Knowledge of the National Joint Council's 'Green Book' and how it applies to school support staff | √ | | I |
| Sound knowledge of employment law and good practice | √ | | I |
| Working knowledge of HR Systems | | √ | I |
| Knowledge of safeguarding procedures including the Single Central Record | | √ | I |

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|--|--|--|--|
| <p>Skills and Abilities (relevant to post)</p> <p>Strong interpersonal and organisational skills Excellent verbal and written communication skills Well organised and capable of working on own initiative Ability to work under pressure to meet deadlines Ability to work as an individual and as part of a team Good IT skills including use of Outlook and MS Office Good presentation skills Diplomatic, tactful and discreet</p> | <p>√ √ √ √ √ √ √ √</p> | | <p>A & I A & I I A & I A & I A & I I I</p> |
| <p>Personal Qualities</p> <p>Personable and approachable Flexible and adaptable Attention to detail Confidentiality and diplomacy Developing good relationships throughout the Trust Positive 'can do' attitude</p> | <p>√ √ √ √ √ √</p> | | <p>I I I I I</p> |
| <p>Special Conditions</p> <p>Willingness to undertake a Criminal Records Bureau check Ability to travel between schools within the Trust</p> | <p>√ √</p> | | <p>I</p> |

All candidates will need to demonstrate at interview and in their application that they will be able to work with children and have proper regard for their wellbeing and safety.

If invited for interview please bring proof of identity e.g. passport, birth certificate, driving licence, and any relevant qualifications.