**Person specification: HR Manager**

| **ATTRIBUTES** | **CRITERIA** | **METHOD OF ASSESSMENT** | **DESIRABLE/ESSENTIAL** |
| --- | --- | --- | --- |
| **Experience – HR** | a. Use of HR systems (SIMS would be ideal)  b. Experience of working within HR in a diverse organisation.  c. Experience of working within HR in a school setting | Application form Interview process References | a. Desirable  b. Essential  c. Desirable |
| **Qualifications & Training** | a. 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience  b. Evidence of continued professional development  c. HR-related qualification CIPD level 5, or equivalent, (or working towards this/ willing to undertake the qualification in first year of employment) | Application form Certificates Interview process | All essential |
| **Aptitudes & abilities** | a. Computer and systems literate  b. High level of accuracy and attention to detail  c. Ability to assimilate information  d. Excellent organisational and communication skills  e. Ability to work under own initiative  f. Good numeracy and analytical skills  g. Ability to handle confidential information with discretion  h. Excellent team working and people skills  i. Empathy skills to work effectively in a busy secondary school environment that is a front line service | Application form Interview process References | All essential |
| **Knowledge** | a. Knowledgeable use of Microsoft Office suite  b. Competent in data entry/analysis and reporting requirements  c. Current HR legislation knowledge  d. Willingness to undertake and maintain Safer Recruitment Training as part of wider safeguarding responsibilities  e. Shows evidence of keeping up to date with HR knowledge and practice. | Application form Interview process References | All Essential |
| **Attitude and motivation** | a. Self-motivated  b.Team player  c. Excellent interpersonal skills  d. Displays the ability to stay optimistic and motivated under pressure | Application form Interview process References | All essential |
| **Other factors** | a. Ability to manage and prioritise a busy workload  b.Willingness to undertake a variety of administrative tasks with accuracy  c. Commitment to Equal Opportunities  d. Enhanced DBS check | Application form Interview process References  DBS process | a. Essential  b.Essential  c. Essential  d.Essential |