**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 experienceb. Evidence of continued professional developmentc. 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 literateb. High level of accuracy and attention to detailc. Ability to assimilate informationd. Excellent organisational and communication skillse. Ability to work under own initiativef. Good numeracy and analytical skillsg. Ability to handle confidential information with discretionh. Excellent team working and people skillsi. 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 suiteb. Competent in data entry/analysis and reporting requirementsc. Current HR legislation knowledged. Willingness to undertake and maintain Safer Recruitment Training as part of wider safeguarding responsibilitiese. Shows evidence of keeping up to date with HR knowledge and practice. | Application form Interview process References | All Essential |
| **Attitude and motivation** | a. Self-motivatedb.Team playerc. Excellent interpersonal skillsd. 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 workloadb.Willingness to undertake a variety of administrative tasks with accuracyc. Commitment to Equal Opportunitiesd. Enhanced DBS check | Application form Interview process ReferencesDBS process | a. Essentialb.Essentialc. Essentiald.Essential |