

Person Sepcification: HR Officer

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications training and Experience	GCSE grades A-C or equivalent in Maths and English	X	
	Level 3 administrative or HR qualification		X
Experience	Varied and successful HR admin experience	X	
	Experience of recruitment and selection procedures in a school	X	
	Working with children or young people	X	
	Payroll administration experience		X
	Confident working to deadlines and juggling work to meet them	X	
	Experience working with managers, staff and external contacts	X	
	Minute taking experience		X
Skills and knowledge	Excellent verbal and written communication	X	
	Knowledge of HR policies and procedures	X	
	Accurate record keeping	X	
	Previous experience of ARBOR	X	
	Excellent working knowledge of Microsoft Excel and Word	X	
	Aware of safer recruitment procedures		X
	Good organisational skills including ability to work to deadlines	X	
	Understanding of data protection and confidentiality	X	
	Flexibility to respond to unplanned situations and meet deadlines	X	
	A Positive attitude to personal development and training to meet school objectives		X

Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X	
	Ability to work under pressure, multi-task and prioritise work whilst maintaining a professional manner	X	
	Ability to build effective working relationships with staff and other stakeholders	X	
	"Can do" attitude and a willingness to be involved	X	
	Respect for young people and their needs	X	
	Commitment to safeguarding and equality	X	
	Embrace change well	X	

Note:

This job description may be amended at any time in consultation with the post holder.

Headteacher/line manager's signature:

Date:

Post holder's signature:

Date: