



Person Specification

Job Title	HR Manager	Grade	LBR 12 All year round
Reports to	School Business Manager		
Responsible for	HR Admin		

Skills and Experience	Essential	Desirable
Significant experience in HR roles in schools, Trusts and business environments	Y	
Experience at HR adviser level or above	Y	
Experience of contributing to organisational strategy and priorities	Y	
Ability to work at pace with complex, conflicting and demanding tasks and in a confidential manner	Y	
A strategic thinker with a creative and pragmatic approach to problem solving	Y	
Ability to use own initiative, work proactively, as well as within appropriate direction and regulations	Y	
Experience of using computer-based HR software and packages	Y	
A highly effective communicator both in writing and verbally	Y	
Excellent written and numerical skills	Y	
Sound planning, research and organisations skills	Y	
Willingness to proactively embrace change	Y	
Assertive and resilient	Y	
Willingness to adopt a flexible and collaborative approach to tasks	Y	
Able to adapt to work with a wide range of different stakeholders including school staff and external agencies including Unions	Y	
Sound knowledge of current employment law, best practice and current thinking in HR management	Y	
Experience of managing change sensitively	Y	
Level 5 or above HR (CIPD) qualified	Y	
Approachable and able to articulate and present effectively to peers and senior management	Y	
Strong evidence of continuing own professional development and that of the team	Y	

Evidence of recent training in Safer Recruitment and a deep understanding of the current Keeping Children Safe in Education (KCSiE) statutory guidance	Y	
Excellent understanding of STPCD green book and burgundy book		Y
Ability to work in a highly confidential manner	Y	
Ability to prioritise workload and work to deadlines	Y	
High degree of professionalism and personal integrity	Y	
Demonstrate a strong customer focussed approach to all	Y	
Unconditional positive regard for all young people	Y	