



PERSON SPECIFICATION

Trust HR Manager

Qualifications:	Essential/ Desirable
A-C including Grades in Maths and English GCSE or equivalent	E
Evidence of continuing professional development	E
CIPD or equivalent HR qualification	D
Educated to degree level or equivalent in areas such as employment law, organisational development	D
Professional knowledge, experience and training:	Essential/ Desirable
Experience of working in a operational and strategic HR role	E
Ability to demonstrate an in-depth working knowledge of HR employment legislation, policies and procedures	E
An understanding of the educational environment including the employment terms and conditions and education legislation relating to both Teaching and Support Staff	E
Experience of managing absence and other complex employment relations issues such as employee payroll	E
Experience of advising and managing staff on a variety of HR issues such as salary and absence	E
Experience of HR recruitment and selection procedures	E
Knowledge of school pre-employment procedures including safer recruitment and safeguarding policies.	E
Experience of leading and managing a team	E
Highly competent IT skills with good knowledge and operational competence in computer packages including Microsoft Office packages (Word and Excel), email and the internet.	E
Extensive understanding of procedures and legislation relating to confidentiality, specifically GDPR.	E
Previous HR experience working in a school, academy or other educational based background	D
Previous experience within a multi-site environment	D
Good knowledge and operational competence of SIMS	D
Skills, abilities and personal qualities:	
Excellent listening, written and communication skills	E
Exceptional attention to detail	E
Ability to be discreet and maintain high levels of confidentiality whilst being accessible and approachable at all times.	E
Ability to work autonomously, coping with fixed deadlines and working under pressure at times	E
Excellent organisational skills with the ability to handle a demanding workload and use own initiative to work to tight, strict deadlines.	E
Ability to be a team player working effectively with a variety of colleagues across the Trust	E

Self-motivated and proactive	E
A high level of professional integrity	E
The ability to build positive relationships with key stakeholders, internal and external	E
Good memory skills with the ability to retain and recall information as required	E
Full clean driving licence and access to a vehicle for travel to all Trust schools	E