

PERSON SPECIFICATION FOR THE POST OF HUMAN RESOURCES OFFICER			ASSESSMENT METHOD				
	Essential	Desirable		Certificate	Application documents	Reference	Selection Process
Qualifications							
Educated to A level Standard	✓						
Educated to degree level		✓		✓			
CIPD Level 7 Diploma qualified or working towards the qualification	✓			✓			
Experience and interests							
Experience in a medium sized organisation	✓				✓	✓	✓
Up to date knowledge of HR best practice	✓				✓	✓	✓
Experienced in recruitment and selection	✓				✓	✓	✓
Worked in the education sector		✓			✓	✓	✓
Skills and understanding							
Practical problem-solving skills	✓				✓	✓	✓
Good people handling skills	✓				✓	✓	✓
Ability to complete detailed written reports to SMT	✓				✓	✓	✓
Competent in Microsoft 'Office' applications	✓				✓	✓	✓
Knowledge of computerised HR applications	✓				✓	✓	✓
Good communication skills, written and oral	✓				✓	✓	✓
Personal attributes							
Suitable to work with children and young people	✓			DBS		✓	
Commitment to high standards of service	✓				✓	✓	✓
Consistent professional approach	✓				✓	✓	✓
Prepared to learn new skills	✓				✓	✓	✓
Ability to maintain confidentiality	✓				✓	✓	✓
Approachable, flexible, resilient, conscientious, team worker	✓				✓	✓	✓
Calm and able to multi-task, prioritise and meet deadlines	✓				✓	✓	✓
Sense of humour	✓						✓