PERSON SPECIFICATION

Severndale Specialist Academy

HR Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	• GCSEs grades 9 - 4 (A* to C) in English and Maths	• CIPD Level 5 qualification or equivalent or willing to complete relevant training. • Other relevant qualifications. • Mental Health First Aider or willing to complete the training.	A, I
Work experience and desired vocational training	• Significant relevant experience in a busy HR Department.	• Experience of working in an Educational Setting • Experience of working in a Special School	A,I, R,
Other relevant experience and/or interests	• Ability to support the organisation of cover arrangements for staff absences. • Excellent knowledge of Microsoft Office packages.	• An Understanding of Bromcom/SIMS	A, I
Special(ist) knowledge	• Knowledge of aspects of Employment Law including contractual information and law relating to recruitment.		A, I
Job related personal skills	• Ability to lead and motivate staff to		A, I

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HR Officer

	achieve the request business results. • Effective communication skills, both verbal and written. • Excellent organisational, time management and prioritisation skills. • Good listening skills. • Confidentiality, tact and diplomacy and sensitivity in dealing with staff and student issues. • Honesty and integrity. • Ability to work under pressure and with conflicting demands and deadlines. • Proactive with ability to use own initiative. • Confident • Positive and motivated		
Personal Development	• Desire for continuous self development.		A, I

Method of Assessment: (A) application form, (I) interview, (R) references