



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### HR MANAGER

#### PERSON SPECIFICATION

| Personal Attributes required<br>(on the basis of the job description)  | Essential (E)<br>or<br>Desirable (D) |
|--|--------------------------------------|
| <b>Education &amp; Qualifications</b><br>Minimum of 4 GCSEs or equivalent<br>Recognised and relevant NVQ Level 3 or equivalent.<br>CIPD level 3-5 qualified or willingness to undertake a CIPD qualification   | E<br>E<br>E                          |
| <b>Experience</b><br>Demonstrate successful experience in a HR role<br>Experience of working in the education sector<br>Experience in a fast paced environment<br>Experience of being a team player that can work collaboratively as well as using own initiative<br>Experience of operation of school administrative systems (SIMS, EduPay)<br>Experience of working with specialist software applications.   | E<br>E<br>E<br>E<br>D<br>D           |
| <b>Skills &amp; Knowledge</b><br>Excellent attention to detail and organisational skills to ensure accurately, and prioritisation of workloads to meet deadlines.<br>Effective communication and interpersonal skills<br>Commitment to confidentiality, integrity, honesty, discretion and fairness<br>Ability to work under pressure<br>An innovative and analytical thinker<br>Demonstrate tact, sensitivity and be calm and professional under pressure.<br>Have a professional outlook and effective management of multiple tasks with competing deadlines<br>Proficient in the use of a range of computer software, including MS Office | E<br>E<br>E<br>E<br>E<br>E<br>E      |
| <b>Work Circumstances</b><br>A flexible approach to working patterns is desirable as the HR administrative workload comes in termly peaks & troughs, sitting alongside monthly routine processes that occur year-round.  | D                                    |
| <b>Professional Values for all Staff</b><br>To be self-driven, motivated, proactive and solution focused<br>Ability to demonstrate a methodical, organised and flexible approach to work<br>To have excellent time management skills<br>To be resilient and comfortable with a fast-paced office environment<br>Ability to establish positive relationships  | E<br>E<br>E<br>E<br>E                |

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|---|---|
| Ability to respond positively to change and new/updated processes   | E |
| Strong commitment to the school's safeguarding and child protection policies  | E |
| Wholehearted commitment to supporting the school's culture, values and ethos  | E |
| High levels of professionalism  | E |
| Strong commitment to ensuring high standards in own work and the work of others   |   |
| Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning |   |

*October 2025*