



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### HR MANAGER

### PERSON SPECIFICATION

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