

Post	HR Officer
Team	Operations
Reports to	Business Manager

### Main purpose of post

To work alongside the Business Manager to ensure the smooth operation of the administrative aspects of Human resources.

### Person Specification

#### • Essential Knowledge

- A good working knowledge of HR practices within an education environment
- Have experience of Recruitment and selection, including on-boarding
- A good knowledge of and understanding of HR Systems.
- Managing the safer recruitment process and staff safeguarding checks
- Full working knowledge of relevant policies/codes of practice/legislation.
- A strong working knowledge of the schools SCR and the up keep of this document.
- An understanding of absence management and related policies.
- High level of proficiency and competency with microsoft office and databases, maintaining accurate records.
- Produce well laid out and accurate letters, documents and reports for internal and external use.
- A strong understanding of Induction and probation systems

#### • Essential Skills

- A high level of attention to detail
- Excellent interpersonal skills with the ability to tactfully deal with a broad range of people.
- A confident multi tasker who is able to effectively prioritise heavy work loads
- Sets an example of personal integrity and professionalism
- Strong written and verbal communication skills.
- A hands on approach and can do work style
- A solutions based approach to problem solving
- Uses discretion and confidentiality
- A commitment to develop and learn in the role
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Resilient and of a calm disposition
- A good sense of humour

•

### Essential Experience

- Experience of HR practices
- Experience of working in a busy HR role, school experience is a bonus
- An understanding of probation, induction, performance management
- And Absence management.
- Ability to work independently with proven organisation skill in order to work under pressure and meet deadlines.
- Focus on impact and outcomes of work activities