

# Person Specification

<b>Title</b>	Head of HR
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**AF:** Application Form                    **I:** Interview  
**CQ:** Certificates/Qualifications **R:** Reference  
**OT:** Occupational Task                **P:** Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Level 7 in HR Management (CIPD) or educated to degree level	X		AF/CQ
	Clear evidence of continuous professional development	X		AF/CQ
	Certificate in Safer Recruitment in Education		X	AF/CQ
Experience				
Ability to undertake duties of the post	Recent and relevant experience at a level appropriate to the post that evidences the ability to lead and manage HR services	X		AF/I/R
	Successful experience of leading and directing the work of others and managing performance	X		AF/I/R
	Management of a HR function across multiple sites	X		AF/I/R
	Experience of monitoring and implementing new systems to deliver and drive improvement	X		AF/I/R
	Experience of working with a diverse group of stakeholders	X		AF/I/R
	Experience of handling difficult conversations successfully with discretion, tact and confidentiality	X		AF/I/R
	Experience of managing complex case work and HR projects including providing clear, unambiguous advice on complex and contentious issues	X		AF/I/R
	Experience of working with and contributing to negotiations with unions		X	AF/I/R

	Experience of working with local and national conditions of service for teachers and support staff		X	AF/I/R
	Experience of supporting a number of schools across a Multi Academy Trust		X	AF/I/R
<b>Knowledge</b>				
	Comprehensive understanding of employment law, best HR practice and safeguarding legislation	X		AF/I/R/OT
	Knowledge of Teachers and NJC pay and conditions		X	AF/I/R/OT
	Knowledge of budget management in relation to HR	X		AF/I/R/OT
	Good IT skills and usage at a level appropriate to the post to include a high level of competence in the use of relevant systems	X		AF/I/R/OT
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these	X		AF/I/R/OT
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		AF/I/R/OT
<b>Physical Skills</b>				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Proactive and forward thinking with the ability to work autonomously, multi task, prioritise and effectively manage large volumes of requests and data	X		AF/I
	Excellent time management skills and ability to meet tight deadlines with conflicting demands	X		AF/I/OT
	Ability to analyse and interpret data and write reports	X		AF/I/OT
	Confident in providing training, advice and support to colleagues across the organisation	X		AF/I
	A professional, friendly and respectful approach which demonstrates support and shows mutual respect	X		AF/I
	Ability to work under pressure and able to demonstrate resilience	X		AF/I

	Committed to the provision and improvement of quality service provision	X		AF/I
<b>Suitability to work with children and young people</b>				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R DBS Disclosure
	Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS Disclosure
<b>Additional Requirements</b>				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	Work in accordance with the Trust's core values and behaviours	X		AF/I
	Travel in connection with the post	X		AF/I
	A commitment to equality/diversity in the workplace and the wider educational community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I