

PERSON SPECIFICATION

HR Officer

HUMAN RESOURCES OFFICER	Criteria Essential [E] Desireable [D]	Application [A] / Test [T] / Interview [I]
Qualifications & Experience		
Educated to degree level or skills and experience commensurate with this level of education	E	A
CIPD qualified or prepared to work towards qualification	D	A
Holding Maths & English GCSE 'C' or above	E	A
Significant, current, HR experience, with up to date working knowledge of STPCD and NJC terms and conditions	E	A & I
Experience of handling difficult situations and conversations successfully	E	A & I
Experience operating HR databases	E	A
Experience of using SIMS	D	A
Evidence of further professional development	E	A
Experience of working in an education or public sector setting	D	A
Experience of assisting on Staff Restructures / Change Management	E	A & I
Skills and Abilities		
Excellent interpersonal skills, confident individual who can communicate in a professional manner	E	A & I
Able to influence	E	A
Able to work alone or in a team, able to use initiative	E	A
Ability to forward plan and prioritise	E	A & I
Excellent, administrative, IT skills, Word and Excel or equivalent systems	E	A
Excellent telephone manner	E	A
Excellent written and oral communication skills	E	A
Strong numerical skills	D	A
Excellent organisational skills	E	A
Ability to analyse data and make informed judgements	E	A
Ability to review, develop and implement HR systems	E	A & I
Ability to lead on HR projects and initiatives	E	A
Other Attributes		
Ability to see developmental projects through to successful completion	E	A
Resilient	E	A
Proactive, flexible and adaptable	E	A
Punctual and conscientious	E	A
Excellent attention to detail and accuracy	E	A
Discretion, tact and confidentiality at all times	E	A
Excellent time management	E	A & I
Able to work under pressure, meet deadlines and produce accurate results	E	A & I
A sense of proportion and humour	D	A & I
Can Do attitude	E	A

Swiss Cottage School is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.