



LEE CHAPEL

MULTI-ACADEMY TRUST

Human Resources Manager – Person Specification

Essential	Desirable
Qualifications	
Qualified to at least CIPD Level 5 or equivalent.	Further professional qualifications relevant to this post.
	Evidence of further training of relevance to this post.
Experience	
Significant experience as an HR generalist.	Working at a senior level in an educational/school setting.
Supporting Senior Leadership with all aspects of HR.	Working in an HR role, with responsibility for both strategic direction <i>and</i> day-to-day operations.
Handling complex employee relations casework, while retaining a broad perspective.	Devising and implementing policies in a large organisation.
Overseeing and delivering a performance management review framework.	Leading update/training sessions to Senior Leadership.
Knowledge	
Demonstrable knowledge of generic HR best practice and employment legislation.	Knowledge and understanding of strategies for school improvement.
Ability to interpret legal and statutory requirements.	Able to assist with school based strategic planning and project management.
Understanding of and ability to implement monitoring and evaluation strategies.	
Strong working knowledge and application of Microsoft Office and databases for recording HR information.	
Skills	
Versatility to be able to switch between high-level strategic direction and ground-level HR operational tasks.	Numerate, with the ability to interpret financial data.
Excellent written and verbal communication skills.	
Strong coaching and mentoring skills, with the confidence to advise Senior Leadership.	
Interpersonal skills demonstrating diplomacy and discretion.	
Effective planning and organisational skills, with the ability to multi-task and adapt to changing priorities.	
Able to work accurately but also quickly.	
Personal Attributes	
Ability to form positive working relationships with staff at all levels throughout the Trust.	
Discipline and resilience to complete tasks often without support or supervision.	
High level of professionalism and integrity, with the ability to maintain confidences.	

Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices.	
Composed under pressure, confident and decisive.	
Ability to role model appropriate behaviour, including commitment to Lee Chapel Multi Academy Trust's values.	
Willingness to update knowledge of HR best practice and employment or other relevant legislation.	
Good attendance record, stamina, resilience and a sense of humour.	