



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – HR Officer

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Previous HR experience • Experience of working in a busy office environment • Experience of working in an environment requiring high levels of accuracy • Meeting deadlines • Educated to NVQ Level 3 or equivalent • strong literacy skills –writing letters conveying complex information • Working effectively as part of team 	<ul style="list-style-type: none"> • CIPD qualification • Working in a school • Previous experience of analysing data and presenting reports
Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook • Understand and comply with procedures and legislation relating to confidentiality and data protection • Basic knowledge of Employment law and best practice 	<ul style="list-style-type: none"> • Working knowledge of SIMS system & SIMS reporting • Knowledge of school procedures and policies • Understanding of Safeguarding and child protection procedures
Skills	<ul style="list-style-type: none"> • Strong organisational skills-ability to be proactive and prioritise work • Good interpersonal skills and ability to build effective relationships with colleagues and external links • Effective oral/written communication skills – able to exchange complex information clearly and sensitively • Ability to work accurately. Good attention to detail. • Effective time management • Work on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> • Tact, diplomacy, discretion and confidentiality • Flexible • Self-motivated 	

	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Commitment to Equal opportunities and anti-discriminatory practice 	
Statutory/Legal	<ul style="list-style-type: none"> • Legal, statutory and regulatory requirements including an enhanced DBS 	