



Person Specification
Recruitment Officer

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in a Human Resources and/or Recruitment role 	✓	
<ul style="list-style-type: none"> • Experience of supporting Recruitment processes in a medium sized company 	✓	
<ul style="list-style-type: none"> • Experience of establishing a good rapport and respectful and trusting relationships with key colleagues, senior leaders and staff 	✓	
<ul style="list-style-type: none"> • Experience of supporting senior managers with recruitment 	✓	
<ul style="list-style-type: none"> • Experience of preparing employment related reports 		✓
<ul style="list-style-type: none"> • Knowledge and experience of employment related policies 		✓
<ul style="list-style-type: none"> • Experience of liaising with statutory bodies and responding to requests for information in a timely manner 		✓
<ul style="list-style-type: none"> • Experience of working in a public sector organisation 		✓
<ul style="list-style-type: none"> • Holds, or is working towards, a CIPD Qualification or equivalent 		✓
<ul style="list-style-type: none"> • Successful experience of Line Management 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • The ability to work with others to understand and establish a knowledge base of the education sector and the context that schools operate in 	✓	
<ul style="list-style-type: none"> • Excellent time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> • Good knowledge of employment legislation 		✓
<ul style="list-style-type: none"> • General knowledge of pay and conditions for teachers and local government staff employed within a multi-academy trust 		✓
<ul style="list-style-type: none"> • Excellent written communication skills, including high standards of grammar and spelling 	✓	
<ul style="list-style-type: none"> • Excellent verbal communication skills, including the ability to exchange information in a clear and sensitive way 	✓	
<ul style="list-style-type: none"> • Excellent IT skills with a range of software 	✓	
<ul style="list-style-type: none"> • Ability to produce clear and well-formatted documents 	✓	
<ul style="list-style-type: none"> • Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> • Thoroughness and excellent attention to detail 	✓	
<ul style="list-style-type: none"> • Ability to work under pressure to prioritise and meet deadlines 	✓	



<ul style="list-style-type: none"> Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work 	✓	
<ul style="list-style-type: none"> Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> High expectations of self and others 	✓	
<ul style="list-style-type: none"> The ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> Ability to show compassion 	✓	
<ul style="list-style-type: none"> Ability to ensure confidentiality 	✓	
<ul style="list-style-type: none"> Resilience and determination coupled with the ability to support and show empathy 	✓	
<ul style="list-style-type: none"> Self-motivated and able to take the initiative 	✓	
<ul style="list-style-type: none"> Approachability 	✓	

GREATER THAN THE SUM OF ITS PARTS