

BROOMHILL BANK SCHOOL

PERSONAL SPECIFICATION – HR & Administration Director

CRITERIA		ESSENTIAL	DESIRABLE
SECTION 1: EDUCATION AND TRAINING			
1.1	Recognised management/business degree or equivalent related professional qualification.	✓	
1.2	Relevant HR qualifications :- CPP , CIPD		✓
1.3	Possess at least Level 3 qualifications in Maths and Literacy, and has developed analytical, interpretative, explanatory skills.	✓	
1.4	Highly competent in the use of a range of information technology packages and systems	✓	
1.5	Successful experience in the use of school information systems – such as FMS and SIMS		✓
1.6	Evidence of and commitment to ongoing continuing professional development and understanding of wider professional learning available.	✓	
SECTION 2: LEADERSHIP AND MANAGEMENT			
2.1	Able to motivate and inspire colleagues to work towards a shared vision for school improvement, and a creative approach towards problem-solving.	✓	
2.2	Understands the main types of organisational culture in education and their relevance, strengths and limitations.		✓
2.3	Understands the culture and wider context within which an organisation operates, including the legal capacity and resource constraints and the implications for setting goals/targets.	✓	
2.4	Aware of a wide range of strategic planning theories and tools used to formulate short/medium/long-term plans.	✓	
2.5	Understands how ethos is informed by social, political, economic and environmental factors.	✓	
2.6	Understands communication approaches at senior and external stakeholder level with excellent inter-personal and communication skills and an ability to lead and work within teams.	✓	
2.7	Able to use qualitative and quantitative data analysis and reporting methods including benchmarking as critical evaluation tools to inform school planning and policy	✓	
2.9	Understands remote management practices	✓	
SECTION 3: KNOWLEDGE AND EXPERIENCE			
3.1	Has experience of working with remote teams	✓	

3.2	Highly successful experience with and knowledge of HR services and systems, that can be applied to effective school management	✓	
3.7	Understands and has experience of Talent Management programmes	✓	
3.8	Understand how business processes, governance, people and technology can best be integrated to ensure sustainable performance.	✓	
3.9	Proven experience in training and managing the performance of individuals and groups of staff and successfully addressing underperformance.	✓	
3.11	Understands workforce planning and use talent spotting to meet current and future school requirements.	✓	
3.12	Understands how to create value from a common approach to induction.		✓
3.13	Has experience of conducting a strategic learning and development needs analysis to assess school capability levels incorporating diversity and inclusion, and promoting British Values.		✓
3.14	Understands what drives performance and reward in the context of local and national factors, and the impact on budget, and able to design reward programmes to attract, motivate and retain staff.		✓
3.15	Has experience of HR issues and how their management can both positively and negatively impact the school's performance and culture	✓	
3.17	Sound in the knowledge of how to apply appropriate professional boundaries within a school	✓	
SECTION 5: SKILLS AND ABILITIES			
4.1	Competent in discussing, analysing and evaluating the issues involved in financial strategy, planning and budgeting, and the specific sources of finance available to the public services.	✓	
4.2	Competent in discussing, evaluating and applying techniques to manage the performance of staff.	✓	
4.3	Able to determine appropriate approaches and techniques to solve problems, including reacting to and adjusting activities for critical incident management where necessary.	✓	
4.4	Able to determine the approach to accounting for combinations involving a subsidiary, joint venture or associate and prepare the consolidated financial statements.	✓	
4.13	Able to develop a recruitment strategy and select from a variety of recruitment approaches based on their relative contributions to the selection process, and fit with the school demands and culture.		✓
4.17	Able to direct and understand all areas of responsibility in projects/programmes of work, schemes of delegation.	✓	
4.18	Ability to work collaboratively with school networks, outside agencies and other professionals	✓	
	Ability to work remotely and with autonomy	✓	
4.19	Good organisation and time management and able to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail.	✓	
4.20	Holder of a valid driving licence.		✓
SECTION 5: BEHAVIOURS			
5.1	Committed to upholding the school's culture, policies and procedures for keeping its students safe from harm and abuse, and promoting high levels of wellbeing and academic achievement.	✓	

5.4	A decision maker who can lead and give guidance, identify key questions and give direction.	✓	
5.6	A collaborator who builds active and positive internal and external strategic partnerships for the overall benefit of the organisation.	✓	
5.7	The resilience needed to deliver long-term strategies in line with the organisation's changing needs.	✓	
5.8	A Challenger who can constructively challenge at all levels.	✓	
SECTION 6 : EQUAL OPPORTUNITIES			
6.1	Understanding of and adherence to the principles set out within the School's Equality Plan.	✓	
6.2	Commitment to the promotion of the concept of equal opportunities in the work situation with all staff and students	✓	
6.3	Understanding and sensitivity to discrimination experienced by members of minority groups and a commitment towards reducing this.	✓	

Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.