

Person Specification

HR Coordinator

	Essential	Desirable
Qualifications	Good level of education to A' Level standard or equivalent and O' Level English and Mathematics.	Further education qualification/s in relevant fields
Experience, skills and knowledge	<ul style="list-style-type: none"> • Experience of a Human Resources role • Experience of convening meetings and accurate minute taking • Experience of handling delicate and sometimes challenging meetings • Experience of leading HR meetings with staff and dealing with personnel issues and following HR policies. • Experience of managing and maintaining accurate records and filing systems • Ability to build and form good relationships with students, colleagues and other professionals • Ability to work constructively as part of a team, understanding school roles and responsibilities • Excellent and meticulous organisational skills • Ability to absorb and understand a wide range of information • Ability to proficiently use Microsoft Office computer software including Outlook, Word, Excel, and PowerPoint 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as School Governance, Freedom of Information Act, GDPR etc. • A HR qualification or working towards a HR qualification. • Experience of line management
Personal Qualities	<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure • Able to work flexibly to support others and respond to unplanned situations • Ability to deal with confidential matters and materials in a sensitive and appropriate manner • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection and safeguarding procedures • Recognition of the importance of personal responsibility for Health & Safety 	