

Person Specification HR Manager

	Essential	Desirable
Qualifications	Good level of education to A' Level standard or equivalent and O' Level English and Mathematics. Recognised qualification in Human Resources	Further education qualification/s in relevant fields
Experience, skills and knowledge	- Proven experience of working as a generalist HR professional within a similar role - The role holder will need to have a wide range of skills and knowledge encompassing the key areas of HR i.e employee relations, recruitment, performance management, training and development and reward - Ability to hold others to account and to address difficult issues to reach resolution - Confidence in handling a busy and pressurised workload - Excellent communication and organisational skills - First-class administrative skills - Experience of managing multiple projects at the same time - Proven ability to be innovative to problem solve and 'think on your feet' - IT proficient with experience of using a range of IT systems, including HR systems - Previous experience within an education setting is desirable but is not essential - 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	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. Experience of line management
Personal Qualities	Desire to enhance and develop skills and knowledge through CPD	

	• Commitment to the highest standards of child protection and safeguarding procedures • Approachable, professional, well mannered • Ability to act calmly in difficult situations and respond calmly and professionally to challenging situations • Excellent organisation and time management skills, with ability to manage own workload and when faced with multiple competing priorities • Autonomous with the ability to seek own solutions to problems, take decisions and meet all deadlines. • Have the utmost discretion in all matters pertaining to the role and uphold confidentiality. • Ability to provide clear oral and written direction • Ability to listen effectively and communicate with different people • Compassionate and patient when working with others • Able to inspire and enthuse others • Self motivated and able to work independently using own initiative • Proactive, positive and enthusiastic • Ability to work flexibility when required, including the occasional evenings • Be a visible presence within the school and able to work on all THSL sites as needed. • Be an excellent communicator and networker, with impressive and proactive social abilities.	
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