

# HENDON SCHOOL



## PERSON SPECIFICATION Human Resources Officer

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

| Criteria                 | Essential  | Desirable   | Assessed by |
|--------------------------|--|---|-------------|
| Education/Qualifications | <ul style="list-style-type: none"> <li>Educated to degree level</li> <li>General education to minimum level 3 or equivalent to include Maths and English at GCSE grade C or above (or equivalent)</li> <li>Evidence of continuing professional development</li> </ul>  | <ul style="list-style-type: none"> <li>HR (CIPD) qualification or working towards this (Level 3, 5 or 7)</li> </ul> | A           |
| Behaviours               | <ul style="list-style-type: none"> <li>A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action</li> <li>Belief that every student should have access to an excellent education regardless of background</li> <li>Professional outlook, detailed orientated and able to multi-task and meet deadlines</li> <li>A team player that can work collaboratively as well as using own initiative</li> <li>Calm and professional under pressure</li> </ul> |   | A/I/T       |

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|---|---|---|-------|
|   | <ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality and discretion</li> <li>• Flexible attitude towards work and demonstrates sound judgement</li> </ul>  |   |       |
| <b>Knowledge, Skills and Experience</b> | <ul style="list-style-type: none"> <li>• Experience of working in HR and using a HR database</li> <li>• Good IT skills, highly competent using Microsoft Office</li> <li>• Strong administrative and organisational skills</li> <li>• Excellent written and oral communication skills</li> <li>• Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations</li> <li>• Ability to provide initial advice or guidance to managers</li> <li>• Experience of maintaining a Single Central Record including carrying out all required background checks</li> <li>• Knowledge of school pre-employment safeguarding procedures</li> <li>• Knowledge of recruitment procedures</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in a similar role in a school environment</li> <li>• Knowledge and understanding of the education sector</li> <li>• Experience of Access People HR and Payroll Information System</li> <li>• Experience of SIMS Capita System</li> </ul> | A/I/T |
| <b>Other requirements</b>               | <ul style="list-style-type: none"> <li>• Right to work in the UK</li> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li> <li>• Willingness to undertake training</li> <li>• This post is subject to an enhanced DBS check</li> </ul>   |   | A/I   |

***Hendon School is committed to safeguarding and promoting the welfare of children and young people and expect all staff including volunteers to share in this commitment. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check prior to appointment***