

Person Specification of the HR Manager

| Essential | Desirable |
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| Professional HR Qualification or extensive experience | Flexibility, patience and a good sense of humour |
| Experience of HR Recruitment Processes | Experience of leading staff training & Development |
| Experience of DBS service and safeguarding protocols | Use of school data bases (SIMS) |
| Knowledge of statutory regulations including employment law | Knowledge of child protection and safeguarding policies |
| The ability to be proactive and use initiative | |
| Experience of managing absence and other employment relations issues | |
| Sympathy with the school's religious nature | |
| Computer Literate | |
| Good communication skills | |
| Good interpersonal skills | |
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