



PERSON SPECIFICATION

Trust HR & Recruitment Officer

Qualifications:	Essential/ Desirable
GCSE Maths and English – Grade C or above	E
Evidence of continuing professional development	E
Formal qualifications beyond GCSE level	D
Professional knowledge, experience and training:	Essential/ Desirable
A passion for recruitment and promoting the Trust	E
Previous HR experience which includes experience in a fast paced, proactive recruitment role	E
Knowledge of legislation that applies to recruitment and selection	E
The ability to use ICT effectively to support tasks and activities	E
Good knowledge and operational competence in computer packages including Microsoft Office packages (Word and Excel), email and the internet.	E
Previous HR experience within an educational environment	D
Previous experience within a multi-site environment	D
Knowledge of school pre-employment safeguarding procedures	D
Good knowledge and operational competence of SIMS	D
An understanding of the educational environment including the employment terms and conditions of both Teaching and Support Staff	D
Skills, abilities and personal qualities:	
Excellent communication skills, both written and oral	E
Exceptional attention to detail	E
Ability to be discreet and maintain high levels of confidentiality	E
Ability to work autonomously, coping with fixed deadlines and working under pressure at times	E
Ability to work to prioritise workload and skills to manage constant change	E
Ability to be a team player working effectively with a variety of colleagues across the Trust	E
Proven organisational skills	E
Self-motivated and proactive	E
Good memory skills with the ability to retain and recall information as required	E
Driving Licence and own transport	D