

# The Oldershaw School

Employee Specification Form	Job Title	Senior HR Officer
	Department	Operations
	Prepared by and date	Mr A Bush – June 2022

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Fully CIPD qualified (or equivalent)</li> </ul>	A		
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in HR in a school setting; can demonstrate an understanding of teachers' and operational staff terms and conditions, has an empathy with school issues</li> <li>Line Management experience – someone who wants to lead others</li> </ul>	A/I A/I		
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Able to evidence a depth of experience working at the relevant level, around full management, performance management, working with trade unions, and advising managers on a breadth of people issues, up to &amp; including dismissal hearings</li> <li>Experience of handling significant change, including restructure/redundancy and TUPE</li> <li>High level of knowledge &amp; understanding of policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk</li> </ul>	A/I/R A/I/R A	<ul style="list-style-type: none"> <li>Knowledge &amp; experience of job evaluation, grading &amp; equal pay issues would be an advantage</li> </ul>	A,I
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Great organisational skills, confident in managing a diverse workload and respond quickly to deliver on deadlines</li> <li>Proactive, able to see what needs to be done and to prioritise work accordingly</li> <li>Flexible, self-motivated &amp; resilient to changing demands; able to work independently, on own initiative without supervision</li> <li>A 'people person' with ability to influence work of others including senior leaders, where there is no direct supervisory line management relationship</li> <li>Enhanced DBS required</li> </ul>	A/I A/I A A	<ul style="list-style-type: none"> <li>Committed to undertaking continuous professional development</li> <li>Good presentation skills</li> </ul>	A,I A,I