



Human Resources Manager

PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	Method
Relevant degree or equivalent	✓		A
CIPD qualified or willing to work towards	✓		A
Evidence of ongoing recent professional development	✓		A
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Knowledge and Experience	Essential	Desirable	Method
Substantial experience in a generalist HR role at this or a similar level	✓		A
Excellent and up to date knowledge of employment law with the ability to apply it practically to workplace situations	✓		A/I
Experience of recruitment up to a senior level	✓		A/I
Experience of coaching and supporting line managers across a full range of HR/OD activities	✓		A/I
Experience of design, implementation and on-going performance management systems	✓		A/I
Experience of leading on organisational change projects including restructure and redundancy programmes	✓		A/I
Experience of managing complex case work including absence management, disciplinary, grievance etc.	✓		A/I
Knowledge and experience of educational systems and environment		✓	A/I
Knowledge and experience of working with trade unions, professional associations and key stakeholders		✓	A/I
Design and delivery of training/coaching events		✓	A/I
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Skills and Competencies	Essential	Desirable	Method
Excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, including good presentation skills	✓		I
Highly motivated with the ability to work unsupervised, using own initiative	✓		I

Good influencing skills and the ability to foster and maintain successful working relationships with colleagues and stakeholders	✓	I
Good ICT skills and the ability to use Microsoft office software	✓	A/I
Ability work under pressure and to meet deadlines	✓	I

Personal Attributes	Essential	Desirable	Method
Ability to build strong working relationships with colleagues and the wider school community, gaining the confidence and respect of peers	✓		I
Professional, friendly and approachable	✓		I
Able to work confidently with tact and discretion	✓		I
Confident when dealing with difficult situations	✓		I
Ability to support and challenge decision making with professional integrity	✓		I
An understanding of, and a commitment to, Equality and Diversity (acting as a role model in setting high personal standards which others can aspire to)	✓		I
Commitment to safeguarding and promoting the welfare of children and young people	✓		I

A – Application Form
I – interview

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.