

The Bishop of Winchester Academy			
Person Specification			
Human Resources Manager			
This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.			
	Essential	Desirable	Method of Assessment
Ethos			Application – A Interview - I
Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.	✓		I
Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community.	✓		I
Experience			
Working in a HR generalist role, dealing with recruitment and ER	✓		A & I
Providing operational & strategic support to management and employees	✓		A & I
Managing changing workloads and priorities to suit business needs	✓		A & I
Working in a school environment		✓	A & I
Analysing information to make recommendations	✓		A & I
Developing others through coaching		✓	A & I
Delivering measurable improvements to processes & the HR function	✓		A & I
At least 1 years' experience of managing a Human Resources function		✓	A & I
Skills, Knowledge and Abilities			
Excellent interpersonal skills with all stakeholders	✓		A & I
High standards of professionalism, personal integrity and resilience	✓		A & I
Ability to multitask whilst having exceptional attention to detail	✓		A & I
Sound judgement and decision making	✓		A & I
Ability to work independently, knowing when to use initiative and when to seek guidance	✓		A & I
Understanding of safeguarding		✓	A & I
Committed to being a Safeguarding champion for the Academy	✓		A & I
Excellent standard of numeracy and literacy to report data with commentary	✓		A & I
Knowledge of SIMS (Management Information System)		✓	A & I
Understanding of the principles of data protection	✓		A & I
Knowledge of employment law	✓		A & I
Education, Training and Qualifications			
Educated to A Level or equivalent		✓	A & I
CIPD Level 5 qualified or above		✓	A & I
Personal and other			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Willingness to be involved in Safeguarding CPD for Academy Staff	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Ability to work outside of normal office hours on occasions	✓		A & I
Passion for working in the HR profession	✓		A & I

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.