

PERSON SPECIFICATION - Personnel Manager		
	Essential	Desirable
Experience		
Significant experience of working in a personnel role	√	
Experience of working in a school personnel role		√
Working and communicating with external agencies / suppliers	√	
Experience in the use of SIMS & BPS		√
Managing / supervising people, conducting appraisals / performance management	√	
Knowledge and Understanding		
Knowledge of a range of IT systems	√	
Knowledge of computerised and manual filing systems	√	
Awareness of Data Protection and confidentiality issues	√	
An awareness of and work within national legislation and school policies and procedures relating to Health and Safety	√	
Skills and Attributes		
Ability to communicate a range of information both verbally and in writing with the senior leadership team and other staff.	√	
Ability to process and maintain personnel records	√	
Ability to investigate queries and anomalies when required	√	
Ability to prioritise own workloads and to work to deadlines is essential	√	
Must be computer literate and have previous experience of working within personnel regulations	√	
Ability to lead and motivate a team	√	
Personal Qualities		
Proactive approach and be able to work well under pressure	√	
Excellent interpersonal and communication skills	√	
Ability to work well independently and as part of a team	√	
Punctual and reliable	√	
High level of honesty and integrity	√	
Further Requirements		
Willingness to work flexible hours on occasions	√	
Willingness to maintain confidentiality on all school matters	√	
Willingness to undertake training courses that are relevant to the duties of the post	√	
Willingness to be involved in internal and external meetings	√	
Be supportive and adhere to all of the schools policies and procedures	√	