

## Person Specification

### People and Performance Manager



Criteria	Essential	Desirable	Assessed through
Qualifications	<ol style="list-style-type: none"> <li>5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications.</li> <li>HR-related qualification (minimum CIPD level 5, or equivalent (or working towards this or willing to undertake the qualification in first year of employment)</li> <li>Willingness to undertake and maintain Safer Recruitment Training as part of wider safeguarding responsibilities</li> </ol>	<ol style="list-style-type: none"> <li>Evidence of ongoing continued professional development</li> </ol>	Application form & Certificates
Experience	<ol style="list-style-type: none"> <li>Significant HR management experience.</li> <li>Experience of managing recruitment, performance management, and employee relations issues.</li> <li>Experience of managing HR databases/systems.</li> <li>Experience of delivering training, presentations and reports to a professional audience.</li> </ol>	<ol style="list-style-type: none"> <li>Experience in organisational design and change management.</li> <li>Experience of managing complex employee relations cases including capability, grievance and disciplinary processes.</li> <li>Experience in recruitment strategy development and employer banding.</li> </ol>	Application form, interview & References
Knowledge & Understanding	<ol style="list-style-type: none"> <li>Comprehensive knowledge of current employment law</li> <li>Ability to handle confidential information discreetly</li> <li>Knowledge of safeguarding guidance and requirements, especially in relation</li> </ol>	<ol style="list-style-type: none"> <li>Knowledge of HR best practice in an educational setting.</li> <li>Strong knowledge of safeguarding and safer recruitment processes</li> <li>Understanding of payroll, pensions and reward strategies.</li> </ol>	Application form, references and selection processes.

	<p>to recruitment</p> <ol style="list-style-type: none"> <li>IT skills, including use of HR/administrative systems and Microsoft Office</li> <li>Ability to write, interpret and apply HR and employment policies and procedures</li> </ol>		
Skills	<ol style="list-style-type: none"> <li>Excellent interpersonal, written, and verbal communication skills</li> <li>Ability to listen effectively and form good interpersonal relationships showing empathy in a busy and diverse working environment</li> <li>Ability to work independently or as part of a team as required</li> <li>Ability to appropriately challenge ideas and beliefs you believe are wrong.</li> <li>Good numeracy and analytical skills</li> <li>Competency in accurate data entry and analysis with attention to detail</li> <li>Strong organisational and time management skills.</li> <li>Ability to manage and prioritise a busy workload</li> <li>Ability to interpret data and make data informed decisions</li> <li>Ability to translate employment law and HR best practice into appropriate organisational actions and processes.</li> </ol>	<ol style="list-style-type: none"> <li>Ability to anticipate future workforce needs and develop proactive HR strategies.</li> <li>Ability to build strong stakeholder relationships, including with unions and external partners.</li> <li>Capacity to champion cultural change and drive inclusion and wellbeing initiatives.</li> </ol>	Application form, references and selection processes.
Personal qualities	<ol style="list-style-type: none"> <li>Evidence of a commitment to continuous personal development and improvement</li> <li>Ability to perform well when placed under pressure</li> <li>Regularly meets deadlines</li> </ol>	<ol style="list-style-type: none"> <li>High levels of emotional intelligence.</li> <li>Resilience and the optimism to deal with day to day challenges.</li> <li>Self confidence and the ability to make appropriate decisions.</li> </ol>	Application form, interview & References

	<ul style="list-style-type: none"><li>4. Forms positive and productive relationships with staff and children</li><li>5. Honest and trustworthy</li><li>6. High expectations of self and others</li></ul>	<ul style="list-style-type: none"><li>4. Potential for promotion and the ambition to lead.</li></ul>	
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