



WISE
ACADEMIES
Where Progress Meets Excellence

PERSON SPECIFICATION

			Assessed By	
No	Categories	Essential Desirable	App Form	Interview
EXPERIENCE/QUALIFICATIONS				
1.	CIPD qualified	E	√	
2.	Educated to degree level or equivalent	E	√	
3.	Up to date safeguarding and employment law training and a commitment to continuing professional development of self and the HR team	E	√	√
4.	A significant and proven working knowledge, experience and understanding of HR in Education, preferably within a Schools or MAT environment	E	√	√
5.	Experience of managing a high level of varied and complex HR casework within a unionised environment	E	√	√
6.	Experience of leading a multi-disciplinary HR team and service (including recruitment, HR administration and HR advisory services)	E	√	√
7.	Experience of managing TUPE transfers, restructures and redundancies	E	√	√
8.	Experience and understanding of safeguarding within Education HR	E	√	√
9.	Experience of various terms and conditions of employment within a school environment	E	√	√
10.	Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies	E	√	√
11.	Experience of managing a number of HR related SLAs including occupational health, employee benefits, recruitment advertising, legal services, payroll and pensions.	D	√	√
KNOWLEDGE/SKILLS AND COMPETENCIES				
12.	A knowledge and understanding of reward strategies and their impact upon the recruitment and retention of staff.	E	√	√
13.	An understanding of training and organisational change management	D	√	√
14.	Excellent leadership, coaching and people management skills	E	√	√
15.	Ability to prioritise own workload effectively and that of the HR team in order to meet the Strategic Priorities of the MAT, Academy Development Plans and the HR plan.	E	√	√
16.	Ability to develop positive and effective professional relationships with all stakeholders including Trustees, LGBs, Academy leaders and the Central Management Team.	E	√	√
17.	Effective inter-personal skills including tact, diplomacy and negotiation	E	√	√
18.	Evidenced based decision-making skills and a solution focused perspective.	E	√	√

19.	Well-developed verbal and written communication skills	E	√	√
20.	Efficient in the use ICT – for example Microsoft Office and Google packages	E	√	√
PERSONAL QUALITIES				
21.	A strong commitment to the Trust values and ethos	E	√	√
22.	Standards driven	E	√	√
23.	Ability to maintain confidentiality	E	√	√
24.	Ability to travel to multi-site locations across the Trust	E	√	√
25.	Ability to work outside normal academy hours in line with academy and community needs	E	√	√
SAFEGAURDING				
26.	Commitment to the protection and safeguarding of children and young people	E	√	√
27.	Has up to date knowledge of relevant legislation and guidance in relation to working with children and young people	D	√	√