

Job description 960

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Deputise for the Head of HR provide resilient HR support to the Head Master and SLT.

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- x Project manage the development and delivery of key requirements following recent changes to the Employment Rights Bill 2024.
- x To support the Head of HR in the provision of guidance and

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> x Educated to degree level or equivalent. x Level 5 CIPD diploma (or above) membership and/or equivalent relevant professional experience x Able to demonstrate commitment to own continuous professional development. 	Bachelor's degree in Human Resources or related field.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> x Prior 		

	<ul style="list-style-type: none"> x Experience of delivering to deadlines and achieving set targets to a high standard 		
Skills	<ul style="list-style-type: none"> x Excellent planning and organisational skills Ability to prioritise and manage a varied workload, ensuring deadlines are consistently met. x Proven critical thinking skills with the ability to take initiative and think creatively to resolve challenges. x Sound judgement, problem solving and analytical skills x Competent in HR software and Microsoft Office Suite 		<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> x Strong working knowledge of UK employment law and HR best practices x Experience of KPI metric reporting and using meaningful people data to identify trends and develop trends. 	<ul style="list-style-type: none"> x Working knowledge of HR information systems, databases and reporting tools. Experience of WCBS Pass desirable but not essential. 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> x Ability to prioritise work effectively. 		<p>Contents of the application form</p> <p>Interview</p>

	<ul style="list-style-type: none">x Comfortable working independently and as part of a teamx Effective written and verbal communication skills and the ability to engage with a wide range of employees effectively.x Calm and focussed under pressure.x Ability to handle sensitive information with confidentiality and professionalism.x Positive can-do attitude, proactivex Ability to form and maintain appropriate relationships and personal boundaries with children and young peoplex Emotional resilience in working with challenging behaviours		Professional references
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