

## Person Specification

### Post: Executive Services and HR Officer

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C or above in GCSE English and mathematics (or equivalent)</li> <li>Level 3 HR qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A Level educated or equivalent</li> <li>CIPD Membership</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Work in a relevant setting</li> <li>Proven success as an HR Administrator (or other HR position)</li> <li>Organisation, prioritising, planning and progressing work activities</li> <li>Flexible approach to working</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Personal assistant services or similar</li> <li>Working in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Diligent, methodical, attention to detail</li> <li>Proactive, able to anticipate requirements</li> <li>Work under pressure and manage competing demands</li> <li>Work on initiative and as part of a team</li> <li>Show sensitivity and objectivity in dealing with confidential issues</li> <li>Communicate confidently and effectively with a variety of stakeholders, maintaining effective working relationships</li> <li>Strong written and formatting skills</li> <li>Able to pick up new ICT systems</li> <li>Microsoft Office 365, especially Outlook, Excel and Word</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Employment law and legislation</li> <li>Competent in the use of MIS systems (iTrent or a similar HR management system)</li> <li>Understanding of Microsoft Teams / SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Diplomatic</li> <li>Personal and professional integrity</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Ability to effectively evaluate own performance and develop yourself</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>