



Person Specification

HR & Office Manager

Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	ESSENTIAL It is essential candidates can provide evidence of:	DESIRABLE It is desirable candidates can provide evidence of:
Qualifications	A Level/NVQ level 3, or equivalent	Recognised Professional Qualification
Experience/Skills/	<p>Proven experience of at least 2 years working in a similar environment</p> <p>Experience of working in a large secondary school or related environment</p> <p>Knowledge of employment law</p> <p>High level of numeracy and literacy</p> <p>High level organisational skills</p> <p>Evidence of Intermediate or Advanced ICT skills</p> <p>Competant use of PC databases</p> <p>Ability to work accurately & problem solve</p> <p>Aptitude for the production of detailed reports</p> <p>Excellent record keeping</p> <p>Skills in the principles and practice of organisation and prioritisation.</p> <p>The ability to handle difficult situations sensitively and calmly</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to be assertive and support staff</p> <p>Appropriate understanding of data protection, security, confidentiality awareness and Health & Safety</p>	<p>Currently working in personnel administration</p> <p>Knowledge of SIMS (Schools database)</p> <p>Experience in dealing with a wide range of people</p> <p>Experience of managing others</p> <p>Experience of contributing to whole organisation decision making</p> <p>Ability to make sound judgements and decisions</p> <p>Ability to recognise trends in data</p>
Written application	A well constructed, legible application	
Communication	An ability to communicate effectively in oral and written forms	
Relationships	An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students	

Equal Opportunities	Knowledge of issues relating to equal opportunities	Good understanding of corporate equality standards and diversity issues and impact in immediate work and service area
Health and Appearance	Evidence of a good attendance and punctuality record. A willingness to dress professionally in accordance with the culture of the organisation.	
Criminal Record Check	Willingness to provide a full Criminal Record Bureau disclosure	