

HR MANAGER – PERSON SPECIFICATION

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

Job Title: HR Manager Department: Human Resources			
Qualifications	Essential	Desirable	Method of assessment
CIPD Level 7 or equivalent	★		Application form Interview
Skills and Experience	Essential	Desirable	Method of assessment
Proven HR generalist experience of at least 5 years	★		Application form Interview
HR Experience in a school setting would be advantageous		★	References
Strong organisational skills and be able to manage a busy workload to tight deadlines	★		Assessment exercise
Excellent communication and coaching skills, with the ability to relate well to a wide range of people	★		
Strong IT skills - including HR Management Information Systems (Moorepay/Every HR), whole school MIS (ISAMS) Excel and Google Suite	★		
Solid knowledge of employment legislation and current best HR practice	★		

Personal Qualities	Essential	Desirable	Method of assessment
A proactive team player with strong problem solving skills	★		Interview Assessment exercise
A strong commitment to equality, diversity and inclusion	★		Assessment exercise
A welcoming and friendly approach and a	★		

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commitment to providing excellent customer service to all users of the HR Department			
Fun personality, character, hard worker, professional, patient, empathic, resilient, willingness to listen	★		
Experience in developing and supporting line managers through policy and procedure and change management	★		
Sensitivity in dealing with confidential matters	★		
An ability to maintain confidentiality and act with discretion and diplomacy is crucial	★		
Prepared to 'roll your sleeves up' as a member of a small team	★		
Self-motivated and able to work under own initiative or as part of a team	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		
Own transport - Pangbourne is in a rural location with limited public transport links	★		
Right to work in the UK	★		