Personnel Officer Person Specification

	Essential	Desirable
Qualifications and training	GCSE (or equivalent) in Maths and English Grade C or above. Willingness to undertake relevant job-specific training and development.	Experience of personnel administration or working within a HR environment. Experience of maintaining personnel records and managing confidential information.
Experience	Experience of administration and working in a busy office environment.	Ability to provide personnel advice and guidance to managers and employees. Co-ordinating daily staffing levels, ensuring appropriate staffing provision Previous experience working within a school or educational environment.
Skills and knowledge	Excellent interpersonal and communication skills. – orally and in writing Ability to organise, prioritise and manage competing workloads effectively. Ability to maintain accurate records and produce management information. Good IT skills and confidence in using office-based systems. Ability to identify complex or sensitive personnel matters and recognise when to seek further advice. Ability to work independently and use initiative. Ability to work effectively as part of a team and build positive working relationships.	Understanding of using SAP

Personal qualities	Commitment to promoting the ethos and values of the school Positive, flexible and willing to support the operational needs of the school. Commitment to providing a high-quality, customer-focused personnel service. Ability to maintain confidentiality, discretion and professionalism. Flexible and adaptable approach to changing priorities and workload demands. Proactive and organised approach to work.	