



HR & Compliance Officer

Person Specification

	Essential	Desirable
Qualifications & Training		
GCSE Maths or equivalent	√	
GCSE English or equivalent	√	
CIPD level 5 or equivalent	√	
Experience, Skills & Knowledge		
Manage a varied workload	√	
Excellent organisational skills	√	
High level of IT literacy, including the use of Microsoft Office software & Outlook	√	
Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders	√	
Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority	√	
Performed a similar role specifically in education	√	
Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar	√	
Personal Characteristics		
A high degree of professional judgement, common sense and initiative	√	
Accuracy & attention to detail	√	
Analytical thinking and problem solving	√	
Emotional resilience	√	
The ability to be confidential	√	
Willingness to commit to the St Mary's School ethos	√	