

Person Specification: Head of HR

Essential	Desirable
Undergraduate Degree (if in Business, HR or Psychology related subject then that would be welcome)	CIPD qualification / postgraduate level qualification in HR or organisational psychology.
Minimum of 5 years' experience in HR (especially recruitment, policy development, employee relations and training and development)	HR experience in an SEN educational setting or within a charity / demonstrable interest in education
Experience of managing an HR team and evidence of ability to develop and nurture HR colleagues	Practical experience of Safeguarding and Safer Recruitment and the HR implications of Keeping Children Safe in Education.
Confident in giving advice and guidance to senior peer group professionals	Confident with use of data to support decisions and proposals.
Experience of helping shape and design training interventions for impact	
Ability to work to time and deadlines	
Commitment to undertaking further training and professional development	
Deep understanding of employment law and confident in offering advice and guidance to line managers in complex matters	
Numerate with exceptional written and verbal communication skills	
Ability to remain calm when under pressure	
Managing difficult situations and working with those involved to devise solutions	