

Role Profile

The post holder will be based across both schools and will support the Executive Headteacher, Heads of School and School Business Manager to deliver the aims of the organisation through the provision of HR administration, advice and guidance.

You will be a 'people-person', good at communications, organised, discrete, calm and measured. This role also gives advice and support to other members of our school communities with confidence and professionalism. You will have experience of a similar role, and have a proven track record of working to deadlines, managing conflicting demands and following policy and procedure. We will always welcome insights and ideas about how we can continually improve as an organisation.

You will recognize our Christian ethos and enact your role with kindness and compassion. You will be resilient and optimistic, able to have difficult conversations when needed and be an excellent team player who is solutions focused. You will be able to prioritise your own workload, remain calm when under pressure, use your initiative and be able to work effectively in a busy school environment.

A CIPD Level 3 or 5 qualification (or working towards) would be an advantage but is not essential. Procedural experience of Human Resources systems and providing advice and guidance is required. Opportunities for professional development and formal qualifications will be available. We want to develop all of our colleagues as excellent practitioners, investing in their careers and experience.

Previous experience in an education setting would be advantageous, but is not essential. You will have excellent administration and keyboarding skills and knowledge of Microsoft Office and Google packages. The successful candidate will also be a superb communicator in all forms. Experience of SIMS, ParentMail and other school databases or web-platforms would be advantageous, however training will be provided.

Working in a school requires a flexible attitude, no two days will be the same and you will thrive on change and dealing with the unexpected. We are happy and successful schools, and are interested in your experience *and* your potential.

Both secondary schools are Roman Catholic, comprehensive, single-sex schools (Notre Dame – girls, St Boniface's – boys) with a mixed sixth form at Notre Dame. We value our Catholic ethos, but you don't need to be a Catholic to apply to work for either school. We ask that our staff support our ethos and Christian attitudes.

Person Specification

Qualifications	Essential or Desirable	Application Form	Interview
Associate membership of CIPD (level 3 or 5) or working towards/ willingness to do so and/or equivalent demonstrable experience/evidence	D	x	
Level of education equivalent to 5 passes at GCSE (levels 9 to 4)/NVQ 2 or demonstrable relevant	E	x	

experience showing clear evidence of excellent numeracy and literacy			
Experience			
Providing professional advice and guidance to managers and/or customers	E	x	x
Working in a forward facing role	E	x	x
Working in an Human Resources role	E	x	x
Working with organisational and procedural systems and policies in a relevant professional environment	E	x	x
Working in an environment where experiences include taking initiative and self-motivation, as well as working as part of a team.	E	x	x
Working with procedural Human Resources systems and providing HR advice and guidance	E	x	x
Working within an education environment	D	x	x
Knowledge, Skills and Abilities			
Knowledge of employment law	D		x
Effective communication skills when liaising with staff, stakeholders and external bodies using agreed policies	E		x
Honest and open approach	E		x
Ability to work under pressure in a fast paced environment	E		x
Ability to analyse and present information clearly and accurately using effective communication skills	E		x
Effective listening skills	E		x
Ability to handle confidential information and data	E		x
A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church	E		x