

**Person Specification**

	Essential	Desirable
Qualifications and Education:	Relevant degree or equivalent qualifications in Human Resources, Business Management, or related fields.	Professional qualifications or certifications in HR and/or School Business Management
		Evidence of continuous professional development in school business management, HR, or operations.
Experience:	Experience in HR management, including handling recruitment processes, personnel matters, and employment law.	Specific experience in a primary school setting, with an understanding of the unique operational and HR challenges faced by schools.
	Experience in operations and premises management within an educational setting or similar environment.	Experience in engaging with local communities and developing school-community partnerships.
	Experience in managing office systems and procedures efficiently.	
Skills and Abilities	Exceptional organisational and leadership skills, with the ability to manage multiple tasks simultaneously.	
	Strong communication and interpersonal skills, capable of working effectively with staff, parents, governors, and external partners.	
	Proficient in IT systems relevant to HR and operations management.	
	Ability to develop and implement policies and procedures that support the school's ethos and compliance requirements.	
Personal Qualities:	A commitment to promoting and safeguarding the welfare of children.	
	A proactive, solution-focused approach, with the ability to anticipate challenges and respond effectively.	
	High standards of personal integrity and professionalism.	
	Commitment to the principles of equality and the school's ethos of inclusivity and high expectations.	
Knowledge:	In-depth understanding of employment law, health and safety regulations, and best practices in HR and facilities management.	
	Awareness of the latest trends and developments in school business management.	