



The successful candidate will share a commitment to:

- our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation;
- a belief that every student can achieve irrespective of starting point or circumstance.

You will commit to our staff culture (as defined below) and will play your role in promoting and contributing to this culture amongst all staff at HWS.

HWS Culture – Non-Negotiables

SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**naframed of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above

Person Specification – HR Assistant
Qualifications

	Essential	Desirable	Assessed by - Application - Tasks - Formal interview - Reference
GCSEs (A*-C, 9-4) in English and Maths	X		
Right to work in UK	X		

Experience, Skills and Competencies

	Essential	Desirable	Assessed by - Application - Tasks - Formal interview - Reference
Knowledge in the use of Microsoft Office packages, particularly Excel.		X	
Ability to work with MIS data tracking systems and able to analyse data.		X	
Excellent written and verbal communication skills.	X		
Good numeracy skills.	X		
Can communicate to a wide range of audiences	X		
Good organisational and time management skills. With the ability to prioritise and work calmly under pressure with varying and tight deadlines	X		
A team player who is enthusiastic and willing to persevere in the face of challenges and adapt to changes.		X	
Ability to relate well to children and adults	X		
Ability to work accurately, under own initiative and in an organised and flexible manner.	X		
The ability to interpret, analyse and disseminate information in a range of different media to all levels of staff.		X	
Ability to present information in a logical and systematic manner		X	
Knowledge and awareness of Data Protection legislation		X	
Accuracy and attention to detail.	X		

Knowledge and Understanding

	Essential	Desirable	Assessed by - Application - Tasks - Formal interview - Reference
An understanding of the importance of safeguarding and promoting pupil wellbeing and adhere to safeguarding policies and procedures		X	
Understanding and knowledge of procedures and legislation related to confidentiality.		X	
Ability to follow set procedures and use own initiative in a busy environment		X	
Ability to work under pressure against changing priorities and competing demands		X	
Self-motivated and able to work with minimum supervision and organize/manage own workload and priorities.		X	

Personal and Professional Qualities

	Essential	Desirable	Assessed by - Application - Tasks - Formal interview - Reference
To work in a co-operative and polite manner with all stakeholders.	X		
Excellent record of attendance and punctuality	X		
Commitment to raising standards	X		
Willingness to work flexibly and collaboratively			
Demonstrate good co-operative, interpersonal and listening skills.	X		
Willingness to share knowledge, expertise and experience and patience with those that are not data experts.	X		
Ability to self-evaluate learning needs and actively seek learning opportunities.	X		
Maintain confidentiality in matters relating to the school, its students and its staff.	X		
Ensure high standards are maintained, progressed and promoted in all areas of work	X		
Commitment to support the ethos of the school	X		