HIGHGATE WOOD SCHOOL

PERSON SPECIFICATION: HR COORDINATOR

Essential

- Educated to degree level.
- CIPD qualified
- An HR generalist with experience in providing support to line management in a SME or school environment.
- Proven track record of leading HR functions.
- Experience of HR systems
- Good working knowledge of Microsoft Office applications
- Proven competence in managing complex employment cases (e.g., conduct, grievance, performance/capability, sickness absence, re-structuring)
- Proven ability to be effective under pressure of deadlines and multiple priorities

Desirable

- Working in a school environment
- Knowledge of Sims.net

Personal Characteristics

- Ability to multi-task
- A team player
- Proactive problem solver
- Thought leader
- Attention to detail
- Confident of working with senior managers
- Takes and accepts responsibility
- Role model for the school's values
- Outstanding verbal and written communication skills
- Tactful and diplomatic

HIGHGATE WOOD SCHOOL

PERSON SPECIFICATION: ALL STAFF

"To inspire our students to be confident and open-minded
through exceptional teaching in a caring school community."

EVERYONE MATTERS
EVERYONE ACHIEVES

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 Cooperation;
- 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

- ✓ **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**nafraid 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