Person Specification

Post: Business Services Team Leader - HR

Attributes	Essential	Desirable	How identified
Qualifications	• GCSE Grade 4 or above in English and mathematics (or equivalent) • Educated to CIPD level 3, or equivalent, or able to demonstrate relevant training	• Degree or similar qualification	• Application • Certification
Experience	• Values driven • Development, management and operation of administrative / IT systems • Supervision of staff in an HR / admin function, including managing workload • Managing workload through a service management tool • Identifying opportunities to improve processes and implementing change • Working with sensitive personal data and an understanding of confidentiality and the principles of GDPR • Generating, collating and providing timely and accurate management information including KPIs • Building strong relationships with customers / stakeholders	• Working in an inner-city area of high deprivation • Working in an educational setting • Recruitment and safeguarding processes in education • Producing and issuing people documentation, e.g. offer letters, contracts of employment • Acting in a supervisory capacity	• Application • Interview
Knowledge and skills	• Knowledge of safer recruitment practices and pre-employment checks in the education sector • Excellent communication skills with all levels of stakeholder • Prioritise and manage queries and tasks • Maintain accurate and up to date records • Commitment to safeguarding • Microsoft Office, especially Excel, Outlook and Word	• Understanding of what makes a Dixons academy different and successful • Understanding of national terms and conditions and legislation that impact the employment of staff in academies • Familiarity with benefit schemes administration • Familiarity with iTrent (or a similar HR management system)	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy	• Willingness to offer extra-curricular provision	• Application • Interview • References