

Person Specification

Post: Payroll and HR Systems Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Level 2 (GCSE C/4+) in English and mathematics Level 3 qualification e.g. CIPP Payroll Technician Certificate / CIPD or relevant equivalent / higher qualification 	<ul style="list-style-type: none"> Degree or similar CIPP Membership 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Proven success as a payroll practitioner Working knowledge of HR systems, and databases; working on a HRIS Planning, organising, and directing the work of others Supporting and working with high performing leaders and teams Maintaining a consistent and positive solution-focused approach to problem-solving 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in an educational setting Providing system administration, user technical support, and training on HR Management Systems Using iTrent (HR Management System) 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Analyse and highlight trends and issues; support senior staff to solve problems Ability to communicate effectively with confidentiality at all levels Ability to form and promote positive relationships, inspiring others to provide excellent service Ability to use initiative and judgement to assess and resolve problems Understanding of, and commitment to, high levels of service Ability to prioritise work, coping with competing demands Microsoft Office 365, especially Excel, Word and Outlook Commitment to safeguarding 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Knowledge of local government terms and conditions Knowledge of teachers and local government pension schemes Knowledge of industry-standard data management or analysis software, such as Business Objects and Power BI 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback Strong attention to detail Ability to work under pressure 	<ul style="list-style-type: none"> Ability to travel to other sites across the Trust as and when necessary 	<ul style="list-style-type: none"> Application Interview References