



Person Specification

Job Title: HR Officer
Date Prepared: October 2021

DETAIL	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none">GCSE or equivalent English and Mathematics or equivalent qualification/experience	<ul style="list-style-type: none">Level 3 Foundation Certificate in People Practice (CIPD)
Experience	<ul style="list-style-type: none">Experience working as a HR Officer, HR Administrator or HR AssistantExperience of managing and prioritising a busy workload	<ul style="list-style-type: none">Experience of working in healthcare, social care or a charity
Specific Skills and Knowledge	<ul style="list-style-type: none">Intermediate IT skills (MS Office applications) and databasesExcellent communication skills – the ability to present information clearly, concisely, accurately and in ways to promote understandingStrong organisational skills, and the ability to prioritise workloads effectively to meet deadlines and manage competing demandsAs understanding of and commitment to Equality and Diversity, Safeguarding, Wellbeing and Health and Safety.Understands the need for confidentiality and compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2108.	<ul style="list-style-type: none">Experience of HR information systems (HRIS)

Personal Qualities	<ul style="list-style-type: none"> ▪ Methodical approach to work, and the ability to work under pressure on own initiative and as part of a team ▪ Flexible, quick to learn and takes pride in delivering high quality work ▪ Empathetic and customer focused ▪ Cheerful outlook ▪ Positive, can-do attitude ▪ Proactive 	
Other Factors	<ul style="list-style-type: none"> ▪ Satisfactory DBS check ▪ Committed to the Vision and Values of Morden College ▪ To ensure Morden College complies with the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 (“the Regulations”), the post holder will need to be fully vaccinated against Covid-19 unless clinically exempt 	

We reserve the right to request sight of the original documentation specified above as proof of education and qualifications.