



St John Rigby College
Gathurst Road, Orrell, Wigan WN5 0LJ

PERSON SPECIFICATION: HR OFFICER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in a busy human resources office in an HR generalist role	✓		Application, Interview
Experience of working in an educational establishment		✓	Application, Interview
Experience in advising on first stage employee relations issues and resolving HR queries	✓		Application, Interview
Skills and Knowledge			
Advanced digital literacy, including excellent keyboarding skills and proven proficiency in Microsoft 365 (e.g., Word, Excel, Outlook, Teams), database systems, and emerging technologies such as AI-powered tools (e.g., Copilot or similar) to enhance productivity, data management, and decision-making.	✓		Application, Interview
The ability to work on own initiative, resolving problems and identifying practicable and suitable solutions	✓		Application, Interview
Close attention to detail and high level of accuracy in all areas of work	✓		Application, Interview
Ability to assimilate, analyse and present data	✓		Application, Interview
Ability to plan, prioritise and organise personal workload to deadlines with minimal supervision	✓		Interview
Excellent communication and relationship management skills with ability to deal with a wide range of people and situations confidently, sensitively and diplomatically.	✓		Interview
Self-motivated, professional and approachable with a desire to provide excellent HR support and customer service	✓		Interview
A good understanding of HR best practice and how to embed this within the role	✓		Interview
Ability to work constructively as part of a team, understanding college roles and responsibilities and your own position within these	✓		Interview
Ability to exercise discretion and maintain confidentiality	✓		Interview
Excellent interpersonal skills with the ability to communicate effectively with people at all levels, internally and externally	✓		Application, Interview
Initiative in problem solving and development of new systems and ways of working	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Educated to GCSE A level or equivalent	✓		Application,

			Interview
HR qualification or prepared to work towards		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Willingness to develop within role			
Smart in appearance and manner	✓		Interview
An excellent record of punctuality and attendance	✓		Application, interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Enhanced DBS Disclosure Clearance *	✓		Pre-employment check
Medical Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* both will follow an initial offer of employment</i>			
<i>St John Rigby College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i>			