

# PERSON SPECIFICATION

## HR Advisor

The following criteria will be used to short list applications, you must demonstrate how you meet the criteria in the details provided in your application form and written statement.

This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

ESSENTIAL				DESIRABLE		
	Criteria No.		Stage Identified	Criteria No.		Stage Identified
<b>Qualifications &amp; Education</b>	E1	CIPD Level 5 qualification or equivalent	AF/C	D1	CWDC Certificate in Safer Recruitment in Education	AF/C
	E2	GCSE (or equivalent) Maths and English at grade 4/C or above.	AF/C	D2	Further CPD in Human Resources	AF/C
	E3	Membership of CIPD		D3	Change / Project / Leadership Qualification (Other Relevant qualification)	AF/C

ESSENTIAL				DESIRABLE		
	Criteria No.		Stage Identified	Criteria No.		Stage Identified
<b>Experience &amp; Knowledge</b>	E4	Recent experience of working in a Human Resources Advisory role	AF/R/I	D4	Experience of working within the education sector	AF/R/I
	E5	Experience of recruitment and selection	AF/R/I	D5	Knowledge of National terms and conditions for Teachers and Support Staff.	AF/R/I
	E6	Experience of undertaking complex HR case work across range of Employee Relations, which includes absence management, disciplinary, grievance, appraisal, capability etc.	AF/R/I	D6	Experience of Employee Engagement, EDI and Health and Wellbeing initiatives.	AF/R/I
	E7	Experience of using initiative to plan and organising workload to meet conflicting demands	AF/R/I			
	E13					

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ESSENTIAL				DESIRABLE		
Skills						
	E8	Effective written and verbal communication skills and the ability to effectively convey complex information to a wide variety of audiences, clearly and concisely.	AF/R/I			
	E9	Ability to provide solution-based recommendations to senior leaders.	AF/R/I			
	E10	Ability to research, produce detailed analysis and undertake evaluation of data.	AF/R/I			
	E11	Demonstrable ability to create professional working relationships and work with staff at all levels including senior managers and other key stakeholders.	AF/R/I			
	E12	Good ICT skills and ability to use MS office software.	AF/R/I			
		Experience of working with Trade Unions / Employee Representatives.	AF/R/I			
	E14	Up to date knowledge of employment legislation, application and best practice.	AF/R/I			
	E15		AF/R/I			

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ESSENTIAL				DESIRABLE		
<b>Personal Attributes</b>	E16	Excellent work ethic and commitment to providing an outstanding HR service to the Trust.	AF/R/I			
	E17	Commitment to safeguarding and promoting the welfare of children and young people	AF/R/I			
	E18	Commitment to continued professional development	AF/R/I			
	E19	Full driving licence and access to own vehicle in order to drive to various sites across the Trust	AF/R/I			
<b>Special Requirements</b>	E18	Willingness to support the ethos of the schools and the Trust	AF/I			
	E19	Be able to work at times convenient to the Trust, including evening meetings	AF/I			
	E20	Suitability to work with children	AF/I			
	E21	Full driving licence and access to own vehicle in order to drive to various sites across our Trust	AF/I			
	E22	Reliable, with a flexible approach to work.	AF/I			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References