

**PERSON SPECIFICATION**  
**HR ADVISOR**

No	Categories	Essential / Desirable	Assessed by	
			App Form	Interview
QUALIFICATIONS				
1	5 GCSE's or equivalent, including English and Maths or equivalent.	E	✓	
2	Human Resource qualified to Level 5 or a commitment to work towards gaining CPP qualification.	E	✓	
3	Evidence of continuous professional development and training.	E	✓	
4	A relevant degree or equivalent.	D	✓	
5	CIPD membership	D	✓	
EXPERIENCE				
6	Successful experience working at HR Advisor / Officer level in a generalist role.	E	✓	✓
7	Experience of directly supporting and advising managers in a wide range of HR areas (recruitment, terms and conditions, disciplinary, grievance, absence management, performance management, redundancy, TUPE, dignity at work) with successful outcomes.	E	✓	✓
8	Experienced in prioritising varied and conflicting work demands and able to work under pressure with minimum supervision.	E	✓	✓
9	Experience in managing and administering HR information system databases.	E	✓	✓
10	Experience of developing and maintaining HR polices to ensure compliance and best practice.	E	✓	✓
11	Experience of providing management information reports and presenting data in a user-friendly format.	E	✓	✓
12	Experience of confidently dealing with a wide range of people.	E	✓	✓
13	Experience of working with trade unions.	D	✓	✓
14	Experience of working in the schools sector.	D	✓	✓
15	Experience of completing statutory returns.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
16	The ability to operate with absolute discretion and confidentiality at all times.	E	✓	✓
17	A sound understanding of the principles of good HR practice and working knowledge of employment law and the practical application of this.	E	✓	✓
18	Ability to communicate effectively, both orally and in writing, in a clear, concise, and appropriate way taking into account the audience and purpose.	E	✓	✓



19	Excellent interpersonal skills with the confidence and ability to develop and maintain effective and collaborative internal and external relationships at all levels.	E	✓	✓
20	Excellent attention to detail and able to work accurately.	E	✓	✓
21	Able to work effectively on own initiative and within limits of own professional boundaries and knowledge.	E	✓	✓
22	Demonstrates a calm and professional approach to sensitive and/or in contentious people issues.	E	✓	✓
23	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
24	Knowledge and understanding of the issues affecting schools and education sectors.	D	✓	✓
<b>PERSONAL QUALITIES</b>				
25	A strong commitment to the Trust values and ethos.	E	✓	✓
26	Commitment to support the Trust's agenda for safeguarding, equality and diversity.	E	✓	✓
27	A flexible approach and a strong work ethic.	E	✓	✓