

## PERSON SPECIFICATION

**Job Title:** HR Advisor

MOA (Method of Assessment) AF: Application Form I: Interview T: Task or Lesson observation

	Essential	Desirable	MOA
<b>Qualifications and Professional Development</b>			
Hold or are working towards a CIPD qualification or has substantial experience	✓		AF
GSCE A-C (or equivalent) in Maths and English	✓		AF
<b>Knowledge &amp; Experience</b>			
Experience of undertaking research and developing policies, procedures, initiatives, projects and events.	✓		AF/I
Knowledge of full range of HR areas, including recruitment and employee relations and payroll	✓		AF/I/T
Experience of having worked in the education sector	✓		AF
Safer recruitment trained		✓	AF
Payroll administration		✓	AF
<b>Skills &amp; Abilities</b>			
Ability to follow and promote and update policies and procedures	✓		AF/I
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	✓		AF/I
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	✓		AF/I
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	✓		AF/I
Customer focused attitude and proven ability to deliver service improvement and work to deadlines	✓		I/T
Motivated and committed, has a positive attitude			AF/I
Ability to work as part of a team understanding TDET and schools' roles and responsibilities and your own position within these	✓		AF/I
Proactive, resilient and problem solver	✓		AF/I
Ability to use IT systems and HR systems	✓		AF/I/T
Understanding of safeguarding responsibilities and compliance with all relevant legislation		✓	AF/I
<b>Other</b>			
A commitment to communicate with and involve parents, young people and other stakeholders in the work of the school		✓	I
A commitment to high standards of achievement and attainment and to the effective use of data	✓		AF/I
An awareness and understanding of, and commitment to equal opportunities	✓		AF/I

An awareness of the issues involved in the education of children and young people with medical needs		✓	I
Travel to other sites	✓		AF/I

**The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The Think Differently Education Trust undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.