



## HR Advisor Person Specification

A Training and Qualifications	Essential	Desirable	How assessed
A minimum of 5 GCSEs (or equivalent) including a grade C in Mathematics and English	Y		A
CIPD qualification at Level 5 (or working towards) or above with at least Associate Membership of CIPD.	Y		A
Commitment to ongoing professional development	Y		A
B Experience	Essential	Desirable	How assessed
Proven experience of working within an HR function	Y		A
Previous experience of deputising for senior HR professionals		Y	A
Previous experience of working/providing support in a HR function in an educational setting		Y	A
Successful experience of delivering HR advice and support to senior managers	Y		A/I/T
Experience of managing HR casework	Y		A/I/T
Demonstrable experience of HR recruitment and selection procedures	Y		A/I/T
Experience of contributing to the development and implementation of HR policies in line with employment law	Y		I/T
Familiarity with operating CES procedures		Y	A/I/T
Experience of working with trade unions		Y	A/I/T
C Professional Knowledge and Skills	Essential	Desirable	How assessed
Evidence of continual professional development	Y		A
In depth knowledge of current employment law	Y		A/I/T
Knowledge of performance management systems and pay/grading frameworks		Y	A
Ability to manage a varied and complex workload as well as delivering to timescale	Y		T
Knowledge of Ofsted, DfE and academy legislation		Y	A/I/T



Knowledge of national and local conditions of service within an education setting		Y	A/I/T
Strong ICT skills	Y		A/T
Excellent verbal and written communication skills	Y		A/I/T
Excellent planning and organisation skills	Y		I/T
<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Willingness to support Catholic life in schools	Y		A/I
Emotional resilience	Y		T
Ability to self-evaluate and reflect	Y		I
Able to adapt to changing circumstances and new ideas	Y		I/T
Attention to detail	Y		I/T
Ability to be respectful and promote equality of opportunity and diversity	Y		I/T
<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		I/T

***Additional note:***

This post will involve frequent travel between the Academies within the CMAT so it is also an essential requirement that applicants have a valid UK driving licence and the use of their own transport for business use.

**Key:**

A – Application form

I – Interview

T - Task