

Person Specification

Educated to level 2 in English and Maths SBM qualification with HR element or equivalent experience V HIR qualification Certificate in Personnel Practice (CPP) or other relevant qualification) or a Level 3 (or above) HR qualification, or equivalent experience. Educated to degree level or equivalent V/ CIPD recognised HR qualification Evidence of commitment to continuous professional development Professional Experience Experience of supporting managers in all areas of People matters including recruitment, People policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, etc. Experience of using Management Information Systems ('SIMS') is desirable). Experience of working as a SBM and/or operational HR experience of working as a SBM and/or operational HR experience of working with senior managers/headteachers and strategies, and apply this to real situations Experience of working with senior managers/headteachers and other key stakeholders across an organisations Experience of working in a school environment with involvement in cross operational functions such as office administration, finance administration and or HR administration finance administration and the employee relations framework Knowledge of the application of terms and conditions of employment and the employee relations framework Knowledge of recruitment fundamentals, including safer erruiting Good IT skills, including the ability to confidently use Microsoft V/ and other data	Job Title: People Operations Advisor		
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Ability to work proactively with recruitment, engaging with √	Knowledge of HR systems and their effective application		√
,	Ability to work proactively with recruitment engaging with		
applicants and ensuring that the applicant experience is good	applicants and ensuring that the applicant experience is good	v	





The Beacon School Endeavour - Kindness - Community - Ambition - Integrity

Excellent written and communication skills including the	$\sqrt{}$	
ability to tailor communication to a range of audiences using		
a variety of mediums		
Strong prioritisation and organisational skills with the ability	$\sqrt{}$	





The Beacon School Endeavour - Kindness - Community - Ambition - Integrity

to work to tight and changing deadlines		
Ability to work to a high level of autonomy using own	$\sqrt{}$	
initiative		
Excellent interpersonal and negotiation skills including the	$\sqrt{}$	
ability to form rapport and build good working relationships		
with others		
Able to plan and manage a busy and varied workload	√	
Understanding of a commitment to safeguarding, equality and	√	
diversity and health and safety and their applications in this		
role		
Personal Attributes		
Positive and solution focused with a flexible approach to work	\checkmark	
Self-motivated and proactive	\checkmark	
Reflective and keen to develop self and others	$\sqrt{}$	
High levels of integrity, able to ensure confidentiality	\checkmark	
Able to influence and inspire confidence and trust	$\sqrt{}$	
Good communicator both orally and in writing	$\sqrt{}$	
Ability to coach, train and develop others	$\sqrt{}$	