

Person Specification

Job Title: People Operations Advisor		
	Essential	Desirable
Education and Training		
Educated to level 2 in English and Maths	√	
SBM qualification with HR element or equivalent experience		√
HR 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		√
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		√
Proven experience of supporting the delivery of HR policies 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		√
Knowledge and Skills		
Ability to provide initial advice and guidance to line managers	√	
Strong administrative and organisational skills	√	
Knowledge of the application of terms and conditions of employment and the employee relations framework	√	
Knowledge of recruitment fundamentals, including safer recruiting	√	
Good IT skills. including the ability to confidently use Microsoft Word and Excel and google drive	√	
Good numerical skills with the confidence to work with payroll and other data	√	
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	√	

Excellent written and communication skills including the ability to tailor communication to a range of audiences using a variety of mediums	√	
Strong prioritisation and organisational skills with the ability	√	

to work to tight and changing deadlines		
Ability to work to a high level of autonomy using own initiative	√	
Excellent interpersonal and negotiation skills including the 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	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	