

PERSON SPECIFICATION

Post: People Advisor

Grade: G £33,119 – £35,570 FTE (Actual salary pro rata)

Working Pattern: 18.5 hours per week | 52 weeks per year | 1 Year Fixed Term Contract

Responsible to: People and Performance Manager

Criteria	Essential	Desirable
Qualifications	<p>GCSE English and Maths (Grade 4/C or above)</p> <p>CIPD Level 3 qualification or equivalent relevant experience</p>	CIPD Level 5 qualification or working towards
Experience	<p>Experience working within an HR / People function</p> <p>Experience providing advice and support to managers and employees on people matters</p> <p>Experience supporting employee lifecycle processes including recruitment, onboarding and contractual changes</p> <p>Experience maintaining accurate employee records and handling confidential information</p> <p>Experience managing competing priorities and delivering work to deadlines</p>	<p>Experience supporting employee relations processes including absence, capability, conduct or wellbeing matters</p> <p>Experience within education, public sector or regulated environments</p>
Knowledge	<p>Good understanding of employment legislation and HR best practice</p> <p>Understanding of</p>	Knowledge of employment practices within education

	<p>recruitment and safer recruitment principles</p> <p>Understanding of confidentiality, GDPR and professional boundaries</p>	
Skills & Abilities	<p>Ability to build effective working relationships and establish credibility quickly</p> <p>Excellent written and verbal communication skills</p> <p>Strong organisational and prioritisation skills</p> <p>Ability to exercise judgement and work with discretion</p> <p>Ability to use Microsoft Office applications effectively</p> <p>Ability to analyse information and identify practical solutions</p>	<p>Experience using HR information systems (HRIS) and maintaining employee data records</p> <p>Experience producing workforce reports and interpreting people data</p> <p>Experience supporting process improvement or systems implementation</p>
Personal Attributes	<p>Professional, approachable and credible</p> <p>Collaborative and supportive in approach</p> <p>Proactive and solutions-focused</p> <p>Adaptable and resilient</p> <p>Commitment to continuous improvement and learning</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	