

**Cathedral Schools Trust
CST Senior HR Advisor**

Person Specification

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview); C (certificates); R (references)

| | Essential | Desirable |
|---|------------------|------------------|
| Education and Training | | |
| A Chartered member of the CIPD | | √ |
| CIPD recognised HR qualification level 5 or above | √ | |
| Degree | | √ |
| Evidence of commitment to continuous professional development | √ | |
| Professional and Experience | | |
| Demonstrate evidence of substantial HR experience with a customer facing, multi-site environment | √ | |
| Experience of managing complex employee relations issues to reach satisfactory outcomes | √ | |
| Experience of supporting on organisational change activities eg. restructures, TUPE | | √ |
| Knowledge and Skills | | |
| Demonstrate up to date knowledge of employment legislation and best practice | √ | |
| Knowledge of HR systems and their effective application | | √ |
| Knowledge of education sector | | √ |
| Ability to coach, develop and advise managers in all aspects of operational HR | √ | |
| 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 workload | √ | |

| | | |
|---|---|--|
| Able to find solutions and make rational, well informed and pragmatic decisions | √ | |
| 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 | √ | |

*Essential: these are qualities without which the applicant could not be appointed;

Desirable: these are extra qualities which can be used to choose between applicants who meet all of the essential criteria

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural and socio economic influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.