

PERSON SPECIFICATION

JOB TITLE: HR Advisor
DATE: October 2016
RESPONSIBLE TO: HR Manager

	Essential	Desirable
Qualifications	<p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	<p>Degree</p> <p>CIPD Level 3 in HR Practice qualification or working towards this (or equivalent)</p>
Experience	<p>Generalist HR and Recruitment experience and basic employment law</p> <p>Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research).</p> <p>Solid administration experience.</p>	<p>HR experience in a HR Advisor / Administrator role</p> <p>Experience of working for a charity.</p> <p>Experience of working in an educational setting.</p>
Skills	<p>Strong interpersonal and customer facing skills</p> <p>Excellent communication skills across all levels (both written and verbal)</p>	

	Essential	Desirable
	<p>Strong time management and organisation skills, including Microsoft Office skills (including Word and Excel).</p> <p>Good team working skills</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Accuracy and attention to detail.</p> <p>Positive, enthusiastic and flexible attitude</p>	
Abilities	<p>Able to quickly develop excellent working relationships with a range of people.</p> <p>Ability to research information efficiently.</p> <p>Literate, numerate and articulate.</p> <p>Ability to maintain confidentiality.</p>	
Essential personal qualities	<p>Able to take initiative.</p> <p>Commitment to high standards of customer service.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>Open and honest approach.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	

