

<b>Role Title:</b>	Human Resources Adviser
<b>Location:</b>	St Faith's School
<b>Responsible to:</b>	Bursar / Director of Pastoral Care

	Essential	Desirable	A/I/P <sup>1</sup>
<b>Professional Qualifications</b>	CIPD qualified, or working towards CIPD Experienced Office 365 user, particularly Word, Excel and Outlook.		A I P
<b>Experience, Knowledge and Skills</b>	Experience of coordinating an HR function, ideally in an educational setting. Strong in-depth knowledge of current employment legislation and HR best practice. Excellent literacy and proofreading skills Ability to manage and prioritise own work. Able to work on own initiative with minimum supervision.	Knowledge of HR databases. Knowledge of SIMS (School Information Management System) Experience of working in a school environment. Knowledge of current UK employment law Evidence of a commitment to Safeguarding within an education setting.	A I P
<b>Aptitudes and skills</b>	Able to use initiative & make decisions when necessary. Excellent communication skills. Working within a secure and confidential environment. Able to work accurately with excellent attention to detail. The ability to develop excellent working relationships both internally and externally. Excellent organisation skills. Able to multi-task and work to and achieve tight and /or changing deadlines. A positive, pro-active and forward-thinking manner.	An understanding both of education in general and of the school's specific ethos and aims.	A I P
<b>Personal qualities/ temperament</b>	Professional manner & approach at all times. Able to cope well when under pressure from competing priorities, unpredictable requests and interruptions. Tact and diplomacy; equable temperament. Able to maintain confidentiality. Proactive, creative, and resourceful. Team player.		A I
<b>Other</b>	Professional appearance Work within policies of the School, including safeguarding children.		A I

<sup>1</sup> A – Application; I – Interview; P - Practical  
As at 29/07/21