



# Bishop Wilkinson

## Catholic Education Trust

### HR Advisor Person Specification

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Grade: J, £34,738 - £37,890  
 Hours: 37 hours per week, Full Year, Permanent  
 Reports to: Director of HR

Person Specification	Essential/Desirable
<b>Qualifications &amp; Training</b>	
CIPD Qualified	E
Degree level qualification	E
Evidence of Continuous Professional Development	E
<b>Experience</b>	
Demonstrable experience working as a HR Generalist	E
Experience of working in the education or local government sector	D
Through and up to date understanding of current HR practices, employment legislation and case law	E
Experience of dealing with senior and sometimes challenging individuals	E
Experience and knowledge of safer recruitment legislation and safeguarding practices	D
Experience of job evaluation and design	D
<b>Knowledge and Skills</b>	
Excellent written and verbal communication and presentation skills	E
Working knowledge of Word, Outlook, Excel and PowerPoint, and other IT systems	E
Ability to produce accurate records and reports as required	E

Ability to show sensitivity and objectivity in dealing with confidential issues	<b>E</b>
Excellent organisational skills, ability to prioritise, manage workload proactively and work under pressure	<b>E</b>
Excellent interpersonal skills including the ability to persuade and establish credibility with staff at all levels of the organisation	<b>E</b>
Excellent planning, organisational and time management skills	<b>E</b>
Ability to interpret policies, terms and conditions and analyse situations	<b>E</b>
Ability to ensure that the highest standards of quality and customer care are achieved	<b>E</b>
Ability to gather and produce statistical information in a professional manner	<b>E</b>
An understanding of the key issues facing schools and academies	<b>D</b>
<b>Personal Attributes</b>	
A committed team ethos and flexible and collaborative approach to work	<b>E</b>
Ability to work flexibly and outside Trust hours if the need arises	<b>E</b>
Ability to travel to schools within the Trust as required	<b>E</b>
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow BWCET safeguarding policies and to the Trust's ethos, aims and its whole community	<b>E</b>
Commitment to equal opportunities	<b>E</b>

**February 2021**