



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

HR Adviser Person Specification

Essential Criteria

Educated to degree level or equivalent experience.
At least part qualified CIPD Level 5 or equivalent by experience with a willingness to study.
Experience of providing generalist HR advice on terms and conditions, application of HR policies and first line employee relations.
Good IT skills and knowledge including Microsoft Word and Excel and experience of producing reports and data analysis.
Excellent communication skills both verbal and written.
Confidence and ability to develop and maintain professional relationships at all levels.
Discretion and diplomacy – an ability to exercise discretion and adhere to confidentiality requirements.
The ability to take initiative and accept responsibility.
The capacity to listen, empathise and resolve conflict.
A collaborative approach, effectively working with others to achieve team success.
Strong analytical ability.
Strong problem-solving skills.
Excellent time management and planning skills.
Ability to balance conflicting demands.
Attention to detail – able to proof-read and spot check data and anomalies.
Ability to be proactive, use initiative, and take ownership for all aspects of the role.
Adopting high standards of ethical conduct at all times, with a clear understanding of the impact on others.
Ability to adapt to changing situations.
Ability to research new techniques, methods and procedures.
Passion for HR and employee experience.
Eagerness to learn continuously and keep up to date.

Desirable Qualities

Knowledge of data protection legislation
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