

**GARTH HILL COLLEGE**

**PERSON SPECIFICATION**

**POST TITLE: BUSINESS ADVISER – Recruitment/HR**

	<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Solid administration background in a recruitment or HR department.</li> <li>• Ability to use management Information systems and work with data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school office environment.</li> <li>• Experience of working in a recruitment/HR education environment.</li> <li>• Working SIMs knowledge</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation in areas covered by job description.</li> <li>• Previous experience in HR Adviser role or equivalent</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, building effective, positive working relationships.</li> <li>• Efficient and accurate with close attention to detail.</li> <li>• Efficient planning and organising of heavy workloads with competing priorities and effective management of expectations.</li> <li>• Strong IT skills, particularly Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Some marketing and recruitment skills: creative and innovative solutions to recruitment.</li> </ul>
<b>PERSONAL QUALITIES AND ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Commitment to own development</li> <li>• Confident, calm and assured</li> <li>• Logical and methodical in decision making</li> <li>• Personal authenticity</li> <li>• Proactive</li> <li>• Commitment to the organisation and vision and goals</li> </ul>	
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• English and mathematics at L2</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Foundation Level 3 Certificate or Diploma in Human Resource Practice</li> <li>• Qualifications related to human resource management or strong experience with track record of successful school's HR management.</li> <li>• Degree</li> <li>• Evidence of further training in school based support</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexibility and willingness to support the wider Business Team remit in the event of team absence or a cyclical peak in activity.</li> </ul>	

	<ul style="list-style-type: none"><li>• A satisfactory enhanced Disclosure and Barring Service check</li></ul>	
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