



FINHAM PARK
MULTI ACADEMY TRUST

HR Business Partner - PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none">Educated to degree level or equivalent OR experience of at least 2 years at an advisory level within a HR functionCIPD Level 5, or working towardsFull driving license and own transport		Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none">Experience of employee relations issues, e.g., disciplinary, sickness, grievance etcUp to date knowledge of employment legislation and good practiceExperience of using all Microsoft Office applications and computerised personnel systems	<ul style="list-style-type: none">Experience of working in education and/or public sector	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none">Ability to use own initiative to interpret policies, procedures and situations in order to identify pragmatic solutions or recommendationsManaging difficult situations and working with those involved to find solutionsAbility to communicate effectively and confidently to a range of audiencesOrganised with the ability to meet tight deadlinesExcellent written and verbal communication skillsDecisive and acts promptly under pressureFlexible and positive manner, being adaptable to changing work patternsAbility to work alone, and be part of a team and be self-motivatedAbility to manage a substantial workload and prioritise effectively	<ul style="list-style-type: none">Proactive approach to training and development	Application Form Interview
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

