

Stratford upon Avon School

HR Advisor - Person Specification November 2025

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	A good general education, including GCSE Mathematics and English at grade C or above (or equivalent)	CIPD level 5 (CIPD Qualified) Degree level qualification	Application form.
Skills & Experience	At least 3 years HR experience or school experience at a senior administrative level Good basic understanding of employment law Experience of a busy working environment Excellent administration skills Advanced ICT skills Excellent organisational skills Excellent interpersonal and communication skills Good presentational skills, both verbal and written Good knowledge of data protection law and the management of confidential data Group facilitation skills	5 years HR administrative or advisor experience Experience of working in an educational setting Experience of working in a unionised environment Safeguarding/Safer Recruitment Training Experience of research methods Knowledge and experience of working with various online and social media platforms Experience of Conflict resolution	Application, references and selection process.
Key Competencies and Aptitudes	Able to work under pressure and to tight deadlines Able to prioritise and manage own workload. Ability to work with confidentiality and discretion Resilience and ability to manage difficult situations Ability to deal with adults and students in a friendly, positive manner Ability to liaise effectively with outside agencies Have a positive approach to problem solving Ability to work on own initiative	Able to deal with conflict. Interest in education and the development of young people Flexibility in working hours and working in different areas	Application, references and selection process.
Professional development	A willingness to attend training for specific aspects of the job and for generic school-based development.	Prior experience of putting skills acquired through training into practice	Application, references and selection process.
Other information	Displays commitment to the protection and safeguarding of children and young people Post subject to Enhanced DBS Disclosure Share the ethos of the school	Willingness to co-ordinate and take part in whole school activities.	Application, references and selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.