PANGBOURNE

- A community where you can flourish -

HR ADVISOR - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: HR Advisor Department: Human Resources				
Qualifications	Essential	Desirable	Method of assessment	
Educated to Degree Level or equivalent	ducated to Degree Level or equivalent 🔶		Application form	
			Interview	
CIPD Qualified Level 5 and above		*		
Skills and Experience	Essential	Desirable	Method of assessment	
Experience gained in a professional HR capacity	*		Application form	
A people person - able to relate to all staff and stakeholders at all levels	*		Interview	
High level of written English and an ability to communicate to all stakeholders in a professional and timely manner	*		References Assessment exercise	
Excellent IT skills, especially with Google suite and Microsoft Office and PDF editing. Knowledge of formulas and pivot tables	*			
High administrative and organisational skills	*			
Excellent attention to detail and accuracy	*			
Ability to prioritise your workload and support that of your team	*			
Experience of HR within a charity, independent school or university would be useful but not essential		*		

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Personal Qualities	Essential	Desirable	Method of assessment
Outgoing, positive attitude	*		Interview
Desire to build positive relationships with all stakeholders	*		Assessment exercise
Desire to work for the good of a team	*		
Interest in working in a school environment	*		
Ability to work under pressure	*		
Ability to work outside normal office hours / weekends / evenings and to travel to events	*		
Fun personality, character, hard worker, professional, patient, empathy, resilient	*		
Diplomatic, calm and patient with the ability to manage challenging people	*		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	*		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	*		
Current driving licence			
Own transport - Pangbourne is in a rural location with limited public transport links	*		
Right to work in the UK	*		