



WESTMINSTER SCHOOL

People Partner - person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to degree level (or equivalent)	Yes	
	Member of the CIPD or equivalent	Yes	
	Evidence of continuous professional development	Yes	
	Masters degree in HRM		Yes
Knowledge/Experience	Experience of providing successful HR partnering support	Yes	
	Experience of mediation		Yes
	Pragmatic working knowledge of current employment law	Yes	
	Demonstrable record of delivering effective solutions based employee relations casework support	Yes	
	In depth knowledge of best practice across HR underpinned by practical application	Yes	
	An awareness of safeguarding	Yes	
	An understanding and empathy for the ethos and objectives of the School	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
	Knowledge of safeguarding legislation		Yes
Skills and abilities	Ability to establish effective working relationships with colleagues, managers, employees and their representatives	Yes	

	Ability to understand, interpret and present data	Yes	
	Ability to plan and organise own workload effectively and get things done	Yes	
	Ability to work independently and as part of a team	Yes	
	Ability to adapt quickly to changing pressures	Yes	
	Exceptional communication, presentation and influencing skills	Yes	
	Ability to handle emotionally charged situations with a high level of tact, diplomacy and sensitivity	Yes	
	Positive 'can-do' attitude, proactive and driven	Yes	
	Ability to evaluate a situation quickly and accurately, selecting most appropriate course of action	Yes	

