



PERSON SPECIFICATION: Student Services Support - Maternity Cover

	Essential Attributes	Identified by
Qualifications	Educated to GCSE level including English and Maths at Grades A*-C or equivalent.	A
Experience	Experience of working in an administration role. Experience of working with young people.	A A
Knowledge and Skills	Good organisational and administrative skills, with the ability to meet deadlines. Excellent communication (written and verbal) skills. High levels of numeracy and literacy. Competent user of IT with the ability to use Word and Excel, and other Management Information Systems confidently.	A I R
Other requirements	Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. Enthusiasm and initiative – along with the ability to be calm and efficient under pressure. Excellent interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders. Ability to work independently, solve problems and find solutions. Ability to manage time effectively and prioritise workload. Ability to contribute as a team player. Add to the team in a positive and collaborative way. Flexibility and a willingness to work outside the normal working patterns when required. Good sense of humour.	A I R

	Desirable Attributes	Identified by
Qualifications	Any other relevant professional qualification associated with working with young people.	A
Experience	Experience of working in an educational setting. Experience of working with a range of stakeholders.	A A
Knowledge and Skills	Knowledge of safeguarding responsibilities within an education environment and 'Keeping Children Safe in Education'. Knowledge of computerised systems including Arbor.	A I A

A = Application Form

I = Interview

R = Reference