



PERSON SPECIFICATION

Person specification	Essential	Desirable	Method of Assessment
Experience	Must be able to provide effective guidance and support to students with a range of needs.	Should have experience of working with KS5 students.	Assessed through application and throughout interview.
	Must be able to establish positive working relationships with students, staff, parents/carers and outside agencies.	Previous office administration or school office experience.	
Qualifications	Both English and Maths GCSE qualifications at Grade 4, equivalent or above.		Assessed via application and attached evidence.
Knowledge	Knowledge of the Microsoft Office suite including Word, Excel and PowerPoint.	Working knowledge of electronic system such as SIMS or Frog.	Assessed through application and throughout interview.
		Be familiar with social media as a tool for 6 th form marketing.	
		Should understand sixth form pathways and transitions to employment / higher education.	
Skills & Abilities	Good organisational skills.		Assessed through application and throughout interview.
	Patience, flexibility, approachability and a positive and energetic approach to work.		
	Empathy and understanding for students and staff.		
	Ability to show initiative and work independently.		
	Commitment to the principles of inclusive education.		

	Excellent interpersonal, presentation and communication skills, both written and spoken.		
	Ability to plan, monitor, evaluate and review all interventions with students.		
	Committed to professional development.		
	Committed to the pastoral care, safeguarding and welfare of all students.		