**PERSON SPECIFICATION**

**Skills and knowledge**

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| --- | --- |
| Well organised, able to approach work methodically, prioritise and meet deadlines. | Essential |
| Excellent written and verbal communication skills. | Essential |
| Excellent organisational, interpersonal and team working skills. | Essential |
| Problem solving skills. | Essential |
| Managing multiple projects and activities and deliver within a fast-paced and varied environment is essential. | Essential |

**Qualifications/Attainment**

|  |  |
| --- | --- |
| GCSE grade A\* - C in English and Maths or equivalent. | Essential |
| Degree preferred or relevant industry experience. | Desirable |

**Experience**

|  |  |
| --- | --- |
| Working with young people, ideally in an educational environment. | Desirable |
| Building and maintaining long-standing relationships with stakeholders of varying levels. | Essential |
| Customer Relationship Management and Student Management systems. | Desirable |

**Attitude/approach**

|  |  |
| --- | --- |
| Able to form good working relationships with colleagues, and to relate appropriately to pupils. | Essential |
| An enthusiastic and professional attitude and commitment to learning new skills. | Essential |
| Discreet and able to deal with confidential information. | Essential |
| Able to respond flexibly to the demands of working in a school environment. | Essential |
| An understanding of safeguarding within an educational setting. | Desirable |