

Person Specification

Post: Sixth Form Scholar Support and Administrator

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C or above 	<ul style="list-style-type: none"> Health and Safety awareness First Aid Qualification 	Application
Experience	<ul style="list-style-type: none"> Proactive approach to tasks Meeting deadlines successfully Attendance experience 	<ul style="list-style-type: none"> Working knowledge of school practices and procedures Some pastoral experience and successful experience of working with KS4 and Sixth Form scholars A minimum of 2 years' experience in Sixth Form administration UCAS and Bursary Fund Experience 	Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Experience of providing excellent customer service Highly developed organisational and time management skills Ability to maintain confidentiality 	<ul style="list-style-type: none"> Experience of working with SIMS Understanding of what makes Dixons McMillan different and successful Knowledge of safeguarding expectations in schools Working in a pastoral school role 	Application Interview References
Personal attributes	<ul style="list-style-type: none"> Committed, flexible and motivated to doing whatever it takes and strive for excellence through hard work, determination and grit Ability to contribute to our can do culture and always be solution focussed Committed to equality of opportunity for all and making all members of the community feel valued and respected A strong moral purpose and drive for improvement for all Ability to work successfully under pressure 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision Act as a role model to staff and scholars Commitment to regular and on-going professional development and training to establish outstanding practice High expectations for accountability and consistency 	Application Interview References