 **PERSON SPECIFICATION: INTERNATIONAL SUPPORT OFFICER**

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| **ATTRIBUTES** | **CRITERIA** | **Essential****/Desirable** | **ASSESSMENT METHOD(S)** |
| **RELEVANT EXPERIENCE** | * Have excellent communication, literacy and numeracy skills.
* Be IT literate, having good working knowledge of Microsoft Word and Excel packages with the ability to create spreadsheets and databases.
* Have a high degree of organizational skills which are essential for student arrivals, student placements, arranging summer schools and maintaining links with the local community.
* Have the ability to monitor student attendance and tuition fees and take appropriate action when necessary.
* Have the ability to develop and support student enrichment activities.
* Have the ability to multi-task and meet tight deadlines as well as the ability to work in a busy environment.
* Be imaginative and resourceful in responding to situations.
* Be able to work as part of a team as well as be able to work independently with initiative.
* Be flexible in approach to duties and be able to provide out of hours telephone cover and work additional hours for events such as parents evening.
* Must hold a full UK driving license and have access to a car with business use.
* Be aware of/have knowledge of OFSTED/Care Standards inspection process.
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| **EDUCATION AND TRAINING** | * Level 2 or 3 in safeguarding
* First Aid at work
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| **SPECIAL KNOWLEDGE AND SKILLS** | * Knowledge of UKVI tier 4 policies and working knowledge of SMS system used for issuing certificate of acceptance to study.
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| **ADDITIONAL FACTORS** | * Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda
* Suitability to work with children and young adults
 | E E | A, O, RA, O, R, DBS |



**PERSON SPECIFICATION – International Support Officer**

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as ‘essential’ and ‘desirable’ and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

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| **A** | **=** | **Application** |
| **I** | **=** | **Interview** |
| **T** | **=** | **Test** |
| **C** | **=** | **Certificates** |
| **R** | **=** | **References** |
| **DBS** | **=** | **Disclosure & Barring Service** |

These letters are used in the ‘assessment method(s)’ column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.