

Personal Specification Whitley Academy



Job Title: Post 16 Case Worker/Administrator

Grade: 5 - £20,661- £25,951 pro rata
Term Time Only + Training Days

Line Manager: Director of Post 16

Location: Whitley Academy

Job Requirements:

Knowledge:

- It is essential to be ICT proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook and Access). It is desirable to have knowledge of Facility or SIMS database or similar software.

Skills and Abilities:

- The ability to plan and set own workload priorities within defined timescales plus the ability to work without close supervision.
- Good written communication skills with the ability to produce high quality documentation.
- Good level of interpersonal skills to enable liaison with staff, students, parents and external agencies.
- Organisation.
- Confidentiality is essential.
- Experience of working in a school is not essential but desirable.
- The successful applicant will above all be confident, calm, good communicator, with a positive and 'hands on' attitude towards his/her work, together with a generous sense of humour.
- The position also requires the ability to work as part of a team and on their own initiative coupled with a willingness to become involved in the life of the Academy.

Experience:

- Experience of working in a school is not essential but desirable.

Educational:

- Educated to GCSE English & Maths at Grade C or above.

Essential characteristics for a Whitley Academy staff member:

- Resilience.
- Passion about all young people's learning and having the chance to learn.
- Enthusiasm for teaching and learning.
- Positive outlook.
- Team Player.
- Advocacy for Whitley Academy students and their community.

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Updated: May 2017