

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Specification** | **Essential** | **Desirable** |
| Education/training | A degree or equivalent |  |
| Relevant experience/knowledge | * A minimum of one year’s work experience * Previous experience of using administrative   Systems.   * Previous experience of working collaboratively with others * Knowledge of 11-19 Education | * Previous experience of working with young people in an educational or advisory role, including the planning of activities * Awareness of current issues and opportunities for young peopl |
| Skills/aptitudes | * Able to review information about individuals’ progress, make sound judgements and respond appropriately. * Sympathetic and approachable * Personal qualities of empathy and sincerity * Able to motivate people to aspire to and   achieve high standards and challenging goals   * Able to challenge constructively * Able to deal effectively with an issue or a problem * Able to agree and monitor appropriate targets * Able to plan and prioritise work effectively and meet   Deadlines   * Able to present information to individuals and groups * Excellent organisational skills and attention to detail * Good working knowledge of IT systems for example Word and Excel * A commitment to team working * Ability to work flexibly and effectively * Excellent written and oral communication skills,   including literacy and proof reading   * Able to maintain a positive outlook and retain a   sense of humour   * Commitment to equality of opportunity,   safeguarding and valuing the individual | * Previous experience of coaching and mentoring skills |
| Other requirements | * A commitment to undertake additional training and   professional learning |  |