

**PERSON SPECIFICATION**

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| **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
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| 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
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| Other requirements | * A commitment to undertake additional training and

 professional learning |  |