

**Business Relationships Coordinator**  
**PERSON SPECIFICATION**

Criteria	Essential or Desirable
<b>Qualifications</b>	
5 GCSE passes - or equivalent one of which must be English and another of which must be Mathematics	E
Current First Aid qualification – or commitment to complete one if appointed	E
Evidence of regular, relevant and recent personal development	E
<b>Experience</b>	
Experience in a customer service environment	D
Experience in a public relations or similar environment	D
Experience of events management	D
Experience of working in schools	D
<b>Knowledge, skills and abilities</b>	
High level ICT skills	E
Good organisational skills	E
The interpersonal skills to communicate effectively and professionally with staff, students, parents, the governing body and others	E
Calm and confident when responding to incidents including difficult visitors	E
Ability to maintain confidentiality of staff and pupil information	E
<b>Personal Qualities</b>	
Adaptable to changing working patterns and practices	E
A presence and strength of character that promotes calm in a busy and demanding environment	E
Commitment to working with other staff as part of a team responsible for supporting the process of teaching and learning	E
Self motivated and able to work on own initiative	E
Personable and well presented	E
Desire to learn and take on new challenges	E
Commitment to providing a professional and caring environment for staff, students, parents, the governing body and others	E

**The College is committed to promoting and safeguarding children and young people and expects all staff and volunteers to share this commitment**