



PERSON SPECIFICATION	
<b>JOB TITLE</b>	Educational Visit Administrator
<b>DEPARTMENT/SECTION</b>	Co-Curricular Department

**SAFEGUARDING:**

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
<ul style="list-style-type: none"> <li>• Strong computer literacy and competency in Word, Excel, PowerPoint and Outlook</li> <li>• Experience of iSAMS or equivalent student database</li> </ul>	X	
<b>EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>• Previous experience in a similar role and school setting</li> <li>• Experience of working in a busy office environment</li> <li>• Working within a customer focused environment</li> <li>• Awareness of Safeguarding requirements and good practice within an educational setting</li> </ul>	X X X X	
<b>KNOWLEDGE &amp; SKILLS:</b>		
<ul style="list-style-type: none"> <li>• Be organised and self-motivated, with a proven record for meeting targets and deadlines</li> <li>• Good organisation and planning skills</li> <li>• Have excellent oral and written communication skills to enable effective dialogue with pupils, parents, staff and visitors</li> <li>• High professional standards and attention to detail</li> </ul>	X X X X	
<b>PERSONAL COMPETENCIES &amp; QUALITIES:</b>		
<ul style="list-style-type: none"> <li>• A personable, self-motivated, 'can-do' approach with a genuine willingness to contribute</li> </ul>	X X	

<ul style="list-style-type: none"> <li>• Be resilient and adaptable in order to meet the needs and priorities of the role</li> <li>• Flexible and able to work calmly and efficiently under pressure</li> <li>• The ability and willingness to learn new skills</li> </ul>	X X	
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