

PERSON SPECIFICATION

SIXTH FORM SUPERVISOR

	Essential	Desirable	How Identified
Knowledge / Qualifications			
GCSE including English and Maths at Grade C or above or equivalent	X		Application
Secretarial/Administration qualification		X	Application / Interview
Knowledge of GDPR legislation	X		Interview
First Aid qualification or willingness to undertake training		X	Application / Interview
Experience			
Experience of working in an administrative/clerical role	X		Application / Interview / Reference
Experience of dealing with people in a customer-facing environment	X		Application / Interview / Reference
Experience of working in an educational environment		X	Application / Interview
Able and confident in the use of Microsoft Office software to include Word, Excel, Outlook, PowerPoint	X		Application / Interview / Reference
Experience of using Management Information Systems (SIMS would be desirable but not essential)		X	Application / Interview
Experience of working in a busy office environment	X		Application / Interview
Personal Skills/Qualities			
Excellent interpersonal skills	X		Interview / Reference
Strong communication skills both orally and in writing	X		Application / Interview / Reference
Ability to foster appropriate relationships with students of all abilities, parents/carers, external agencies and colleagues	X		Interview / Reference
Ability to command respect	X		Interview
Ability to supervise individual or small groups of students	X		Interview
Ability to be efficient, reliable, calm and resilient under pressure	X		Interview / Reference
Experience of handling sensitive data with tact and diplomacy and the requirement to maintain high levels of confidentiality in order to comply with all data protection regulations	X		Interview / Reference
Well organised and methodical with the ability to prioritise effectively and manage workload independently	X		Interview / Reference
Other Requirements			
A commitment to accelerating the learning and progress of all students and groups	X		Interview
A commitment to safeguarding and promoting the welfare of students	X		Interview / Reference

Able to understand the unique nature of a Catholic school and a willingness to support the ethos and charism of the Brothers of the Sacred Heart	X		Interview
Excellent reliability, punctuality and professional conduct	X		Interview / Reference
Have a proper and professional regard for the ethos, policies and practice of the College (in particular Safeguarding)	X		Interview
Commitment to continuing professional development	X		Application / Interview
Represent the College in a professional, courteous and friendly manner	X		Interview