



**RICHARD HUISH COLLEGE
JOB SPECIFICATION**

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/Tasks
What educational background is required? e.g. GCSE/degree level etc	<ul style="list-style-type: none"> Educated to level 3 (A Level) including Maths and English at Level 2 (GCSE) or equivalent 	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What professional qualifications are required? E.g. teaching, secretarial, qualifications	<ul style="list-style-type: none"> Customer service qualification 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in FE/school	<ul style="list-style-type: none"> Good communication and interpersonal skills Experience of working with students in the 16-19 age range 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> Good IT skills Good organisational skills Good administrative skills Ability to establish effective working relationships with staff at all levels across the College and with outside agencies Ability to maintain an area of the college as conducive to studying Ability to present information effectively, both in writing and orally with groups and individuals Ability to work as part of a team Ability to organise own work 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What personal qualities are required? Eg enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> Caring for the needs of the individual within a learning context Able to use own initiative Problem solver Work in a team and independently 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Are there any unusual job requirements? e.g. Evening/weekend duties	<ul style="list-style-type: none"> Evening duties may be required for Open Evenings and occasional College Events 	<input checked="" type="checkbox"/>				