

Skills/ability/experience	Essential	Desirable	On start
<b>Qualifications</b>			
Good standard of literacy – GCSE English (A-C) or (4+)	✓		✓
Good standard of numeracy – GCSE maths (A-C) or (4+)	✓		✓
Capable of working to level 3 standard	✓		✓
Level 3 qualification		✓	
<b>IT proficiency and skills</b>			
Proficiency in Microsoft Word	✓		✓
Proficiency in Microsoft Excel	✓		✓
Able to communicate succinctly by email	✓		
<b>Employment related skills</b>			
Excellent organisational skills	✓		✓
Able to communicate effectively with students	✓		✓
Good customer skills (including respect/ communication/ helpfulness/ presentation)	✓		✓
Good attention to detail and high level of accuracy	✓		✓
Ability to work effectively as a member of a team	✓		✓
Ability to create and follow administrative processes	✓		✓
Openness to learning	✓		
<b>Specific skills for the role</b>			
Knowledge of study skills and learning resources	✓		✓
Ability to form professional relationships with students	✓		✓
Able to work with tutors	✓		✓
Able to liaise and work with parents and guardians as appropriate	✓		✓
Knowledge of educational software packages and apps		✓	
Knowledge of student records systems (EBS or equivalent)		✓	