

Lancashire County Council

Person specification form		
Job title: Student Services Co-ordinator	Grade: APT&C Scale 6	
Directorate: Children and Young People	Post number:	
Establishment or team: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
4 GCSE passes at Grade A-C or equivalent, including Maths & English	E	F
Working at or towards Level 6 in Careers guidance.	D	F
Educated to 'A' level, NVQ Level 3 or equivalent	D	F
Experience		
Experience of working with children / young people	E	F/I
Experience of working in a setting relevant to young people & families	D	F/I
Experience of consulting with and involving a range of service users & providers	D	F/I
Experience of multi-agency working	D	F/I
Experience of Microsoft Office package	D	F/I
Knowledge, skills and abilities		
Ability to relate well to children/young people	E	F/I
Excellent communication skills (verbal & written)	E	F/I
Ability to work independently and as part of a team	E	F/I
Good organisational skills eg. Planning and delivery of learning activities	E	F/I
Ability to analyse data, produce reports and other relevant information	E	F/I

Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
Prepared by:	Date:	
Note: We will always consider your references before confirming a job offer in writing.		