

PERSON SPECIFICATION: (Fixed Term) Study Supervisor

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS <ul style="list-style-type: none"> English qualification of GCSE standard or equivalent Relevant BTEC or vocational qualification Disclosure and Barring Service records check – enhanced 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>AF and interview process</p> <p>AF and interview process</p> <p>Appointment</p>
TRAINING, EXPERIENCE AND KNOWLEDGE <ul style="list-style-type: none"> Experience of working with students of sixth form age. In depth knowledge of administrative processes and systems Experience of using Microsoft Office Willingness to undertake CPD including health and safety training Qualified first aider or willingness to work towards 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview</p>
PERSONAL SKILLS AND ATTRIBUTES <ul style="list-style-type: none"> Possess excellent verbal and written communication skills Excellent telephone manner Display initiative, be positive and enthusiastic Calm, with the ability to work under pressure Organised and efficient administrative skills Effective team player An ability to meet deadlines Ability to prioritise, organise and coordinate workload A clear commitment to equality and diversity and the safeguarding of children 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>AF and interview process</p> <p>Interview</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p> <p>AF and interview process</p>

It would be helpful if you address these criteria in your application