



PERSON SPECIFICATION

POST Quality Officer

GRADE NJC Scale 3/4, Points 5-11
(dependent on experience)

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the school will obtain the necessary information about you.
- If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	<ul style="list-style-type: none"> ▪ Grade C or above GCSE Maths and English (or equivalent). 	Application form	Recognised typing/word processing qualification.	Application form
Experience	<ul style="list-style-type: none"> • Ability to present information to a variety of audiences. • Experience of using Microsoft packages including Word, Excel and Outlook. • Experience of preparing documents, ensuring that spelling, grammar and punctuation is accurate. 	Application form Interview References	Experience of working in a school or with young people. Experience of using other Microsoft packages (Adobe, Illustrator, Photoshop) would be advantageous.	Application form Interview References

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with governors, SLT, teachers, support staff, external professionals, parents/carers and pupils. • Ability to present high quality documents which represent the schools high standards and professionalism. • Excellent oral and written communication skills. • High quality word processing skills. • Highly competent in ICT including Microsoft packages. • Ability to maintain and control file/paperwork. • Management of important and sensitive issues. • Ability to work on own initiative and under direction. • Ability to work as part of a team. • Excellent interpersonal and time management skills. 	<p>Application form</p> <p>Interview</p> <p>References</p>		
Profession Values and Practice	<ul style="list-style-type: none"> • Ability to improve your own practice through observations, evaluation and discussion with colleagues. • Ability to promote the ethos of the school. • Willingness to participate in further training and development where required. • Ability to work under pressure. • Experience of meeting deadlines. • Enthusiastic and motivated. 	<p>Application form and Interview</p>		

Special Working Conditions	<ul style="list-style-type: none"> • Ability to attend occasional meetings out of school hours. 	Application Form and Interview		
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