

PERSON SPECIFICATION

Job Title:	Student Support Administrator	Reporting to:	Operations Manager
Salary:	Grade 3a Pts 9-15 £26,409 - £29,093 (£23,095 - £25,442 pro rata)	Location:	Jewellery Quarter Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
<ul style="list-style-type: none"> Evidence of good A Level results or equivalent qualifications. 		X
Experience, Knowledge, Skills/Competencies		
<ul style="list-style-type: none"> First Aid Certificate 	X	
<ul style="list-style-type: none"> Experience working in a similar administrative role, preferably within a school or educational setting. 	X	
<ul style="list-style-type: none"> Previous experience in working with children aged 11-16 years. 		X
<ul style="list-style-type: none"> Excellent written and verbal communication skills. 	X	
<ul style="list-style-type: none"> Ability to offer additional skills to the whole school. 	X	
<ul style="list-style-type: none"> Sound knowledge and understanding of the SEND Code of Practice and relevant legislation 		X
<ul style="list-style-type: none"> Sound knowledge and understanding of attendance best practice and legislation. 		X
<ul style="list-style-type: none"> Able to work as part of a team and also independently without supervision, when required. 	X	
<ul style="list-style-type: none"> Excellent organisational and administrative skills, with a keen eye for detail. 	X	

<ul style="list-style-type: none"> • Strong interpersonal and communication skills to collaborate effectively with various stakeholders. 	X
<ul style="list-style-type: none"> • Ability to work independently, prioritise tasks, and manage time effectively. 	X
<ul style="list-style-type: none"> • IT proficiency, including proficiency in Microsoft Office applications and database management (Excel and Word skills are essential). 	X

	Essential	Desirable
Personal Attributes		
<ul style="list-style-type: none"> • Empathy, patience, and the ability to work sensitively and professionally with students with SEND. 	X	
<ul style="list-style-type: none"> • Confident to work positively and collaboratively with pupils, staff and parents. 	X	
<ul style="list-style-type: none"> • Resilient and adaptable with a good sense of humour. 	X	
<ul style="list-style-type: none"> • Caring and supportive to both students and colleagues. 	X	
<ul style="list-style-type: none"> • Ability to work independently, prioritise tasks, and manage time effectively. 	X	
<ul style="list-style-type: none"> • Hard-working, reliable, creative and enthusiastic. 	X	
<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of students. 	X	

How to apply
<p>For further information about this exciting opportunity, or an informal discussion please contact HR on HR@core-education.co.uk</p> <p>Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.</p> <p>To apply for this role please submit your expression of interest to recruitment@CORE-education.co.uk.</p> <p>For more information visit our website, CORE-education.co.uk/work-with-us</p> <p>CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.</p>

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

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CEO: Jo Tyler

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