ST WILFRID’S RC COLLEGE

Person Specification – Behaviour Support Officer

Scale Point: Band 5 SCP12

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Educational Attainment | * At least 5 GCSE’s or equivalent, Grade C or above including Maths and English or evidence of good numeracy and literacy skills | * Relevant qualifications in counselling, social work, youth work, or education. | * Application Form * Certificates |
| Work Experience | * Experience working with young people in an educational, social care, or youth work setting. * Significant experience of working in a senior admin role in an organisation * Experience of IT packages including Word, Excel and a management information system * Experience of using ICT effectively for administration and communication. * Experience of designing and developing administrative and organisational systems * Experience of working in a team and using your own initiative * Experience of communicating with customers/ clients. * Experience in assessing and applying policy and procedures. * Experience of working in an admin role in a school/educational establishment | * Experience working with external agencies to support young people | * Application Form * Interview * Assessment |
| * Knowledge Skills/Aptitudes | * Strong interpersonal and communication skills. * Knowledge of safeguarding procedures and Ability to work collaboratively with staff, students, and families. * Empathy, patience, and the ability to remain calm under pressure * Ability to build and maintain effective/ professional working relationships across internal and external stakeholders. * Drive, enthusiasm and willingness to initiate and contribute to new developments. * Willingness to participate in relevant training and development * Work collectively as part of a team * Ability to prioritise and meet deadlines. * Ability to work effectively under pressure and without supervision * Empathetic and a good listener * Adaptability/flexibility in changing circumstances * Enhanced clearance from the Disclosure and Barring Service | * Understanding of mental health and well-being strategies for young people | Application form/ Interview/  Selection Day |

Reference: RYR

Date: Feb 2025