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
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| 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
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| * 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