



## PERSON SPECIFICATION – Key Stage Coordinator

Knowledge and experience	Essential	Desirable
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)	√	
Experience of managing and maintaining accurate records and filing systems	√	
Experience of working in a busy office	√	
Experience of organising and chairing meetings	√	
Competent Microsoft user	√	
Further education qualification/s in relevant field (certificate/s to be available at interview)		√
Experience of working in a school or similar establishment in a support role		√
Knowledge of SIMS		√
First Aid qualification or willingness to gain one		√
Skills, knowledge and aptitudes	Essential	Desirable
Ability to work constructively as part of a team, understanding school roles and responsibilities	√	
Ability to lead, develop and motivate a team of staff, delegating duties as required	√	
Initiative and ability to work without direct supervision	√	
Excellent and meticulous organisational skills	√	
Good standard of numeracy and literacy skills		
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents and other professionals	√	
Ability to absorb and understand a wide range of information	√	
Ability to manage and deal with confidential data / issues appropriately	√	
Ability to effectively operate a full range of ICT equipment and other resources	√	
Knowledge of relevant policies, codes of practice, and awareness of relevant legislation such as School Admission Code, Data Protection, Freedom of Information Act, etc		√
Operating and monitoring and providing required reports		√
Personal qualities	Essential	Desirable
Ability to show initiative and prioritise one's own work and that of others when under pressure	√	
Able to work flexibly to support others and respond to unplanned situations	√	
Desire to enhance and develop skills and knowledge through CPD	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to the school's ethos, aims and its whole community	√	
High expectations of self and others		
Friendly and humorous yet professional approach		
Ability to establish and maintain positive relationships with all stakeholders		



Encouraging  
Nurturing  
Respectful  
Inspiring  
Creative  
Happy

Empathy with pupils		
Positive personal behaviour and positive attitudes towards all members of the school community, including when under pressure		