

Person Specification

Post 16 Pastoral and Admin Officer

	Essential	Desirable
Qualifications, and training	<ul style="list-style-type: none"> GCSE English and Maths Grade A* to C or equivalent qualification/levels of numeracy and literacy. Evidence of relevant and continuous professional development. Microsoft Office qualification or equivalent experience. 	<ul style="list-style-type: none"> Level 3 qualification in area of responsibility. Safeguarding Training.
Experience, knowledge and understanding	<ul style="list-style-type: none"> Experience of working effectively with children. Experience of managing administrative functions. Experience of working alone – a self-starter who can manage own time effectively. Strong communication and interpersonal skills in a professional context. Able to bring experiences to school which enrich and enhance the learning community. 	<ul style="list-style-type: none"> Experience in a similar educational setting. Experience of using educational MIS (such as SIMS). Experience of undertaking events planning. Understanding of Post 16 qualifications/UCAS processes. An awareness of good practice in supporting individual needs and interventions. Experience of leading team planning and developments.
Personal qualities, skills and abilities	<ul style="list-style-type: none"> Ability to stay calm under pressure and meet deadlines. High level administrative and organisational skills. Ability to communicate effectively and concisely both in verbal and written form to a range of audiences including parents, staff, students and external stakeholders. Ability to establish positive professional relationships. High standards and expectations of self and others. A student centred professional with a commitment to delivering exceptional experiences to secure the best outcomes for young people. Ability to think creatively, contribute new ideas and implement them successfully. 	<ul style="list-style-type: none"> Ability to manage resource budgets and securing development through the application of resources.

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Commitment to	<ul style="list-style-type: none">• Developing others to achieve success.• Raising standards of student performance.• Diversity and equality of opportunity in all working practices.	
Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability).	
Written application	<ul style="list-style-type: none">• A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for role.	<ul style="list-style-type: none">• An understanding of the context of the Trust demonstrated within the application.
Other		<ul style="list-style-type: none">• A full driving license and access to a vehicle.

The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.