



## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**JOB TITLE:** Student Services Officer

**GRADE:** 3

**JOB REF:** AAAE5279EPCHS

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	Higher level qualifications	Good general education: Minimum, 5 GCSEs grade A* - C, including English and Mathematics.	Application Interview
<b>Experience</b>	Experience of working in a School  First-aid trained in a previous role	Administrative experience in a busy office environment  Working with young people in a previous role, either voluntary or paid	Application Interview
<b>Job Related Knowledge</b>	School MIS system software	Good working knowledge of computer software with particular emphasis on Word and Excel  Willingness to undertake First Aid Training	Application Interview
<b>Personal qualities, skills and aptitudes</b>	Show an enthusiastic approach to work along with a cheerful attitude and a good sense of humour.  Have a genuine interest in the education and well-being of young people.  A calm and methodical approach to duties, however with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet demands and see tasks through to completion.  Confidence to take responsibility for own workload, working both independently and as part of the office team.		Application Interview

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

	<p>Show an excellent rapport with young people, with excellent interpersonal skills, having a sympathetic but firm manner and ability to communicate well with students, teachers and parents</p> <p>An aptitude to learn quickly and adapt easily to new systems.</p> <p>An innovative and pro-active approach to work, confident to suggest and try alternative ways of working in order to improve the service.</p> <p>Reliable, flexible and willing to take on a range of administrative tasks to support the team as required.</p>	
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In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools  
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port

