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**Person Specification**

**Study Support Supervisor**

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| Criteria | Essential | **Desirable** |
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| Effective communicator, with strong interpersonal and management skills | ✓ |  |
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| Possess some formal qualification e.g. HNC, HND BTEC or equivalent and have at least 2 years relevant experience | ✓ |  |
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| Flexible, organised and methodical | ✓ |  |
| Excellent attention to detail | ✓ |  |
| The ability to prioritise a busy workload | ✓ |  |
| The ability to meet deadlines whilst dealing with frequent interruptions | ✓ |  |
| Experience in use of spreadsheets (Excel) and working with databases | ✓ |  |
| A willingness to work as part of a team | ✓ |  |
| An enhanced DBS check |  | ✓ |
| Knowledge of First Aid and appropriate qualifications |  | ✓ |
| Able to commence work at 8:00am | ✓ |  |
| Understanding of appropriate health and safety issues  Experience of managing children within a school environment | ✓ | ✓ |
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