

THE FOREST SCHOOL
PRIMARY TRANSITION CO-ORDINATOR PERSON SPECIFICATION

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CATEGORY	ESSENTIAL	DESIRABLE	ASSESSED THROUGH:
Qualifications	<ul style="list-style-type: none"> • Good standard of education across a range of subjects • GCSE English and Maths or equivalent 	<ul style="list-style-type: none"> • A levels or equivalent • Training at higher education level 	Application Form
Experience	<ul style="list-style-type: none"> • Work with young people • Partnership working with a wide range of stakeholders • Clear understanding of academic and pastoral issues within education 	<ul style="list-style-type: none"> • Work within an education setting (primary and / or secondary) • Work within the advertisement and promotion of events and activities 	Application Form Interview

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Skills and abilities	<ul style="list-style-type: none"> • ICT literate with good word processing skills using Microsoft Office, Google Workspace • Sound knowledge of all aspects of administrative procedures • Excellent organisational skills with the ability to prioritise • Excellent written and verbal communication • High professional standards particularly with regard to accuracy and presentation • Able to work as a member of a team and lead others in a positive, proactive and supportive way • Able to work with colleagues, young people, outside agencies and parents with a high level of professionalism • Able to enable all students to be happy and confident in school • presentation skills • Able to share and promote a positive community ethos • Instigate, lead and manage new initiatives • Capacity to learn new skills, take the initiative and generate ideas with the minimum of supervision • To promote the school through being a positive ambassador in the local community situations 	<ul style="list-style-type: none"> • A competent use of school ICT programmes, such as SIMs • Committed to further developing skills through CPL / training etc. 	<p>Letter of support</p> <p>Interview</p>
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Personal qualities	<ul style="list-style-type: none"> • Likes and enjoys being with young people • A friendly team player who likes working with different stakeholders • Able to inspire and motivate people from a range of backgrounds • Excellent interpersonal skills • Show an understanding of, and sympathy for, the needs of students from different abilities, age ranges and social backgrounds • Puts a high value on treating others with respect and courtesy • Reliable, punctual and responsible, with a commitment to maintaining confidentiality and handling sensitive matters with discretion • Able to display and use initiative • Works calmly and effectively under pressure • Flexible, self-motivated, energetic and enthusiastic • Has high expectations of self and others and encourages excellence 	<ul style="list-style-type: none"> • A willing contributor to the development of the school 	<p>Letter of support</p> <p>Interview</p>
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