

The Stourport High School & VIth Form College

Person Specification - VI Form Support Assistant



Attributes	Essential	Desirable
Education/Training	- GCSE qualifications including English and mathematics. - Relevant examples of continuous professional development.	Willingness to undertake appropriate training and a commitment to continuing professional development.
Relevant Experience	- General administration experience which includes contact with a range of customers. - Experience of working with young people and families.	- Experience of working in a school environment. - Experience of data management and reporting.
Relevant Knowledge/Skills/Aptitude	- Attention to detail and strong IT skills, including the use of spreadsheets. - Problem solving skills. - Ability to communicate effectively with students and adults at all levels. - Ability to follow rigorous procedures in relation to general office systems. - Good time management skills with the ability to prioritise own workload and use own initiative.	- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation - Knowledge of arrangements for Health and Safety at work - Understanding of child safeguarding procedures and how this translates to the role of attendance administrator.
Personal Qualities	- Flexible attitude with the confidence to deal with changing situations. - Resilience and Resourcefulness. - Professional manner with the ability to work as part of a wider student support team. - Excellent interpersonal skills and communication skills. - Ability to work accurately under pressure, to tight deadlines. - Ability to maintain strict confidentiality. - Commitment to enhancing the life chances of children. - Demonstrate a commitment to and understanding of the achievement of equality of educational opportunity for all children.	Knowledge of and genuine interest in student attendance issues and how they apply to this school.

Applicants must have the ability to support pupils/respond to parents through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.