

Person Specification for the Post of:

Senior Student Services Coordinator

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Good numeracy and literacy skills, at least equivalent to RQF Level 2;	✓	
	NVQ Business Admin related qualification or equivalent;		✓
	Evidence of continuing professional development.	✓	
	First Aid certificate or willingness to gain one	✓	
Experience	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and IT experience of Microsoft Office systems	✓	
	Experience of Mental Health and Counselling	✓	
	Experience of working in an educational setting		✓
	Experience of dealing with student and parent enquiries		✓
	Knowledge and experience of SIMS, ClassCharts, etc		✓
Personal & Professional Skills & Attributes	A warm and welcoming personality	✓	
	Ability to communicate and liaise effectively with a range of people such as colleagues, students and outside agencies	✓	
	Ability to establish positive relationships with students, colleagues, parents and outside agencies	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout and effective written communication skills	✓	
	Excellent team and time management skills	✓	
	Ability to organising and coordinate tasks between team members	✓	
	Willingness to work flexibly to attend occasional hour of hours events	✓	
	An understanding of the need to maintain confidentiality at all times between staff, pupils, families, agencies	✓	
	Knowledge and understanding of child safeguarding regulations	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
Honesty and integrity	✓		
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake training;	✓	
	Right to work in the UK	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	