

**PERSON SPECIFICATION
STUDENT SUPPORT OFFICER BAND 7**

		ESSENTIAL		DESIRABLE		
Qualifications & Education		ATTRIBUTE	Stage Identified		ATTRIBUTE	Stage Identified
	E1	4 GCSEs or equivalent including Mathematics and English	AF/C	D1	First Aid Training Qualification	C
	E2	NVQ 3 or equivalent qualification or experience in relevant discipline.	AF/C	D2	Administering Medicine Qualification	C
	E3	Excellent numeracy/literacy skills	AF/C			
	E4	Knowledge and/or experience of First Aid and administering medication-	AF/C			
Experience & Knowledge	E5	At least 1 years administrative experience	AF/I/R	D3	Previous School/College experience	AF
	E6	Experience of establishing and maintain monitoring systems, including complex databases and spreadsheets	AF/I/R	D4	Working knowledge of SIMS software package	AF/I/R
	E7	Knowledge of data protection requirements and understanding of confidentiality	AF/I/R	D5	Experience of SEND & Inclusion	AF/I
	E8	Awareness of policy, procedures and legislation relating to child protection and health and safety	AF/I/R	D6	Experience of working with students / young people	A/F/I

	E9	Working knowledge of MS Office Software	AF			
	E10	Effective use of ICT packages.				
	E11	Ability to relate well to children and adults	AF/I/R			
	E12	Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.	AF/I/R			
	E13	Ability to identify own training & development needs & cooperate with means to address these.	AF/I/R			

Skills	E14	High level of interpersonal and communication skills	I/R			
	E15	High level of organisational skills	I/R			
	E16	High standard of oral and written communication skills	AF/I/R			
	E17	Ability to work in a team and work unsupervised	AF/I/R			
	E18	Ability to prioritise work and meet deadlines	I/R			
Personal Attributes	E19	Christian Values	AF/I	D5	Practising Catholic	AF/
	E20	Willingness and interest in developing new skills	AF/I/R			

	E21	Flexible approach to working time arrangements	I/R			
	E22	The ability to converse at ease with pupils/public bodies and provide advice in accurate spoken English is essential for the post.	AF/I			
Special Requirements	E23	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	R/I			
	E24	Suitability to work with children	D			

Key – Stage identified

AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure