

## Person Specification

<b>Job Title:</b>	Pupil Services Officer
<b>Salary &amp; Grade:</b>	WHF NJC L
<b>Reports to:</b>	Senior Pupil Services Officer Pupil Services Manager

***The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.***

***This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.***

	Essential	Desirable	Identification Method
<b>Education &amp; Qualifications</b>			
NVQ 3 or equivalent qualification or experience in relevant discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Minimum grade A*-C in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Sound working knowledge of Microsoft Office application and excellent IT skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Enthusiasm for continued self-learning and development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Relevant Experience</b>			
Develop efficient processes to ensure the smooth running of the administrative function	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Experience of development, management and operation of administrative systems (preferably within an education setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Experience of marketing and promotion of a school or business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Have relevant experience in a similar position or in a general office administrative role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview

A careful approach to documentation, records and reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Skills &amp; Abilities</b>			
Have held responsibility for the efficient operation of an administrative service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Have a meticulous eye for detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
An ability to work independently and be pro active in all that you do	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
The ability to prioritise own work load	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Specialist Knowledge</b>			
<b>Disposition, Values &amp; Behaviours</b>			
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Friendly, cheerful and helpful manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
A flexible work ethic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Understand and maintains confidentiality at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Experience of front line reception duties dealing with pupils and parents who may sometimes make emotional demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
A willingness to become fully engaged with the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview