

PERSON SPECIFICATION: PUPIL SUPPORT OFFICER

	Essential	Desirable	How Measured
Educational qualifications	<ul style="list-style-type: none"> • Grade C or higher in GCSE (or equivalent) English • First Aid certificate (training will be given if necessary) 	<ul style="list-style-type: none"> • Relevant Further or Higher Educational qualifications 	<ul style="list-style-type: none"> • Certificates • Application form • Interview process
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience and understanding importance of Data Protection • Experience of dealing with confrontation • Experience of using spreadsheets • Experience of writing reports that include data 		<ul style="list-style-type: none"> • Interview • Letter of application • References
Skills/Abilities	<ul style="list-style-type: none"> • Ability to maintain strict confidentiality of information received in College • Excellent interpersonal and communication skills (oral and written) • Ability to work effectively with and command the confidence and respect of colleagues / parents / outside agencies • Proficient in the use of ICT (MS Office suite, SIMS). • Ability to manage time efficiently, work calmly and make decisions under pressure • Excellent organisational skills with the ability to prioritise tasks • Ability to work alone 	<ul style="list-style-type: none"> • A willingness to work flexible hours as and when there is a need 	<ul style="list-style-type: none"> • Letter of application • Interview process

	<p>and as part of a team</p> <ul style="list-style-type: none"> • Possess the following personal attributes and be: honest, loyal, caring, adaptable and assertive (when appropriate) 		
<i>Other requirements</i>	<ul style="list-style-type: none"> • Responsibility for safeguarding and promoting the welfare of pupils • To undertake training to enhance knowledge of correct protocols and procedures 		<ul style="list-style-type: none"> • Application and interview