



Student Support Co-Ordinator - PERSON SPECIFICATION

Criteria	Essential	Desirable	Methods of Assessment
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English. 		<ul style="list-style-type: none"> • Application • References • Interview
Training and experience	<ul style="list-style-type: none"> • Experience of working with young people • High level of literacy • Willingness to undertake further training 	<ul style="list-style-type: none"> • Experience of working in the public sector. 	<ul style="list-style-type: none"> • Application • Interview • References
Job related knowledge	<ul style="list-style-type: none"> • ICT competent and conversant with the Microsoft Office suite of applications • Knowledge of safeguarding procedures and familiar with child protection issues • Have good administrative organisation and communication skills. • Knowledge and understanding of safeguarding standards and systems within an educational setting. • 	<ul style="list-style-type: none"> • Knowledge and understanding of issues relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image; child sexual exploitation 	<ul style="list-style-type: none"> • Application • Interview • References
Personal Attributes	<ul style="list-style-type: none"> • Ability to liaise effectively with parents and outside agencies. • Enjoy working with a wide variety of young people • Have excellent inter-personal skills and be able to work well as part of a team • Have confidence to manage student behaviour • Be resilient, firm and consistent • Be comfortable with a challenging and varied workload and be able to prioritise effectively • Able to maintain confidentiality where applicable • Able to work in a professional manner with a wide range of people • Ability to act on initiative within a team context • To show commitment to safeguarding and ensuring the welfare of children and young people 		<ul style="list-style-type: none"> • Interview • Reference