

## PERSON SPECIFICATION

**Job title:** Pupil Premium Co-ordinator

**Reporting to:** Deputy Headteacher

Education and Experience	Requirement
A level or equivalent academic or work experience	Essential
Experience of working for an educational setting performing a similar role	Desirable
Experience working with young people or families in a pastoral, youth work, or school setting.	Desirable
Experience supporting vulnerable or disadvantaged individuals	Desirable
Knowledge and skills	Requirement
Strong written and oral skills	Essential
A working knowledge of Microsoft Office (Word and Excel) and good IT skills	Essential
Strong interpersonal and relationship-building skills.	Essential
Ability to organise time and workload effectively	Essential
Ability to communicate effectively and, when required, confidentially, with people at all levels	Essential
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential
Ability to engage and motivate young people.	Essential
Constantly improve own practice/knowledge through self-evaluation and learning from others	Essential
Ability to build good working relationships with team members, support staff, teaching staff and LT	Essential
Good understanding of safeguarding and child protection.	Essential
Good understanding of child development and learning processes	Essential
Ability to handle sensitive situations with discretion and empathy.	Essential
Basic administrative and record-keeping skills.	Essential
Personal Characteristics	Requirement
Warm, approachable, and non-judgemental.	Essential
Strong commitment to inclusion and equality.	Essential
Resilient, calm, and solution-focused.	Essential
Able to build trust with students and families from diverse backgrounds.	Essential
Ability to relate well to children and adults	Essential
Good team player	Essential