

CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff: Student Wellbeing Support and Safeguarding Administrator

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none"> • Good standard of education, at least to A level/GCE • Office systems and procedures 	Understanding of relevant safeguarding legislation	Application form
Experience	<ul style="list-style-type: none"> • Practical experience of working with students • Competent in the use of ICT systems in particular Microsoft Office: Word, Excel, Powerpoint • Working as part of a team and on own initiative • Responding to queries and problem solving • Setting up and maintaining administration systems including electronic systems • Practical experience of working in a confidential office environment 	<p>Experience of mentoring and working with students or young people;</p> <p>Experience working in a safeguarding context;</p> <p>Experience in ParentPay, Arbor, OneDrive, SharePoint and Office 365;</p>	Application form/interview/reference
Quality of Relationships	<ul style="list-style-type: none"> • Able to relate to students, teachers and parents in a calm and sympathetic manner • Ability to display fairness and respect for students and colleagues • Working as part of a team and on own initiative 		Interview/application form
Personal Style and Characteristics	<ul style="list-style-type: none"> • Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to multi-task and meet deadlines • Sense of humour 		Interview/reference
Skills and Aptitude	<ul style="list-style-type: none"> • Ability to demonstrate a methodical, organised and flexible approach to work • Effective listening, verbal and written communication skills • Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Ability to design and process a wide range of documents in accordance with instruction and in-house style, paying attention to detail • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times 		Interview