

## Person Specification for Sixth Form Administrator and Future Pathways Coordinator

<b>Qualifications:</b>	Essential	Desirable	A	I	R
1. Good basic level of education including GCSE or equivalent in Maths and English	✓		✓		
2. Evidence of a higher education degree or Level 4 qualification		✓	✓		

<b>Professional knowledge and understanding, skills and attributes:</b>	Essential	Desirable	A	I	R
3. <b>A knowledge of the current careers options for sixth form students.</b>	✓		✓	✓	
4. <b>Knowledge of the UCAS application process</b>	✓				
5. <b>Excellent interpersonal and communication skills, both written and spoken</b>	✓		✓	✓	✓
6. <b>The ability to work independently, take initiative and manage change</b>	✓				
7. Competent ICT skills	✓				
8. The ability to manage workload effectively and prioritise tasks	✓			✓	✓
9. Behaviour management skills		✓	✓	✓	✓
10. The ability to plan and implement learning strategies		✓	✓	✓	
11. The ability to share knowledge to support colleague development	✓			✓	✓
12. The ability to work individually and as part of a team	✓				
13. The ability to manage a team effectively		✓			
14. Experience of working in an educational setting		✓		✓	✓
15. Experience of coaching and mentoring		✓		✓	✓
16. Learning strategies		✓		✓	

<b>Personal skills and attributes:</b>	Essential	Desirable	A	I	R
17. <b>High quality communication skills</b>	✓			✓	
18. A sense of humour	✓		✓	✓	
19. A flexible and adaptable approach	✓			✓	✓
20. A desire to continue to learn and develop within the role	✓				✓
21. The ability to motivate others to perform and develop	✓			✓	
22. Resilience and determination to be successful	✓			✓	✓
23. <b>The ability to work well under pressure</b>	✓			✓	✓
24. <b>Commitment to safeguard and promote the welfare of children and young people</b>	✓			✓	

**Note** - The duties required of all teachers under Pay and Conditions legislation are a necessary part of this job description. This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

Bold Statements are the main criteria used for shortlisting.

Non-bold statements are subsidiary criteria used for further refining the shortlist.

A = Application

I = Interview (including tasks)

R = Reference