



Student Support Co-Ordinator (Attendance) - 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