

## Person Specification – Sixth Form LRC Assistant and Student Support

<b>Qualifications</b>	
GCSE Maths and English, minimum grade C, or equivalent	Essential
A Level qualification	Desirable
First aid qualification / training	Desirable
<b>Experience</b>	
Providing administrative support to management roles	Essential
Working in a school environment	Desirable
Arbor, or a similar Management Information System	Essential
<b>Skills, Knowledge and Understanding</b>	
Excellent written and verbal communication skills	Essential
A proven track record of undertaking a wide range of administrative duties	Essential
Excellent organisational skills and attention to detail	Essential
Proficient in the use of IT resources and troubleshooting basic technical issues	Essential
High level of knowledge of Microsoft Office, particularly Excel and Outlook	Essential
Competent in data entry and reporting	Essential
Ability to communicate effectively and appropriately with both staff and pupils, and to be able to prepare reports and maintain clear and comprehensive records	Essential
Understanding of a secondary school curriculum	Desirable
Ability to enforce rules, maintain a calm and focused learning environment	Essential
<b>Personal Qualities</b>	
Ability to relate well to people at all levels	Essential
Ability to work under pressure and to strict deadlines across a range of activities	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
High organisational skills including the ability to prioritise and manage time effectively	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability to work in a solution focussed way	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
A commitment to on-going personal development and willingness to undertake appropriate training	Essential
Evidence of commitment to safeguarding and protecting the welfare of children	Essential

**Appointment to the post is subject to a satisfactory enhanced DBS check.**

**This post is exempt from section 4(2) of the Rehabilitation of Offenders Act (1974) as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.**