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| Job Title: Student Records OfficerPerson Specification & Short-listing criteria***Minimum requirements of the post, with an indication of how these are to be assessed.*** |
| **1** | Education/Qualifications | **Essential** | **Desirable** |
| 1.1 | Level 3 qualification in a related subject or significant previous experience | ✓ |  |
| 1.2 | GCSE English at grade A\*- C or 4 to 9, or Functional Skills Level 2 | ✓ |  |
| 1.3 | GCSE Maths at grade A\*- C or 4 to 9, or Functional Skills Level 2 | ✓ |  |
| **2** | **Experience/Knowledge** |  |  |
| 2.1 | Previous experience of working in an educational environment | ✓ |  |
| 2.2 | Experience of working in a busy, deadline driven environment, managing complex queries and making sound judgements | ✓ |  |
| 2.3 | Experience of using a student record system or equivalent experience using large databases | ✓ |  |
| 2.4 | High quality administrative skills and attention to detail | ✓ |  |
| 2.5 | Previous experience of enrolment processes | ✓ |  |
| 2.6 | Previous experience (or understanding) of timetabling and attendance recording processes | ✓ |  |
| 2.7 | Experience of funding regulations in a post 16 environment |  | ✓ |
| 2.8 | Detailed experience of audit requirements and an understanding of essential controls required to remove risk |  | ✓ |
| **3** | **Skills/Abilities** |  |  |
| 3.1 | Evidence of good communication skills | ✓ |  |
| 3.2 | Be able to work as part of a team in a professional manner | ✓ |  |
| 3.3 | Highly numerate and the ability to maintain high standards of accuracy | ✓ |  |
| 3.4 | Good organisational and administrative skills | ✓ |  |
| 3.5 | Strong IT skills – highly proficient in the use of MS Office applications | ✓ |  |
| 3.6 | Able to use own initiative and judgement to problem solve | ✓ |  |
| 3.7 | Ability to prioritise workload and meet strict deadlines whilst working under pressure | ✓ |  |
| **4** | **Qualities/Genuine Occupational Requirements** |  |  |
| 4.1 | Enthusiastic and able to inspire students and colleagues | ✓ |  |
| 4.2 | Prepared to participate in new developments and contribute professional advice | ✓ |  |
| 4.3 | Genuine understanding of a commitment to Equal Opportunities in practice. | ✓ |  |
| 4.4 | In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: * Motivation to work with young people and adults.
* Ability to form and maintain appropriate relationships and personal boundaries with young people, vulnerable adults, and colleagues.
* Emotional resilience in working with challenging behaviours.
* Attitudes to use of authority and maintaining discipline.
 | ✓ |  |