



Student Support Manager

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above) 	<ul style="list-style-type: none"> • Education to A Level standard.
Experience	<ul style="list-style-type: none"> • SIMS within an educational setting. • Use of computerised information management system. • Data collection, management and statistical analysis. • Working in a busy office environment. • Working collaboratively as part of a team. 	<ul style="list-style-type: none"> • Experience of admissions administration.
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. • 	<ul style="list-style-type: none"> • Experience in working with pastoral support.
Skills	<ul style="list-style-type: none"> • Excellent analytical skills. • Excellent verbal communication skills. • Excellent written communication skills. • Excellent planning and organisation skills. • Ability to prioritise and multi task. • Time management skills are key. 	
Attributes	<ul style="list-style-type: none"> • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. • A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement. • Ability to give advice and instruction in a helpful and professional manner. • To be able to support students on a pastoral level. 	