**Student Welfare and Student Support**

**(Admissions and Exclusions)**

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| **Person Specification** | |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous * Well organised * Patient and good humoured * Effective presence with students * Cope with a demanding workload * Enthusiastic * Respond calmly & resolve challenges * Emotionally intelligent * Team player * Role model * Professional demeanour and attire * Self-reflective * Self-motivated * Efficient |
| **Desirable** |
| * Committed to own professional development |
| **Knowledge & Skills** | **Essential** |
| * Good standard of general education * Self management skills * Creative approach to problem solving * Time management skills * Effective communication skills to all stakeholders * Understand and comply with all school policies and procedures * Good ICT skills to include Microsoft Office, SIMS and Web browsing * Confident disposition |
| **Desirable** |
| * Knowledge and application of behaviour management strategies |
| **Specific Role Requirements** | **Essential** |
| * Welcoming personality * Professional communication skills, able to communicate with parents, businesses & colleagues in person, by telephone and in writing. * Ability to multi-task * Ability to be flexible & proactive * Uses initiative in tense situations * Ability to remain cool & calm at all times. * Ability to make decisions within defined procedures * Ability to be aware of and work within highly confidential information/data. * Confident in reminding/chasing students, parents & staff for various correspondence and documents |
| **Desirable** |
| * Knowledge of Admission & Exclusion procedures within schools * Accurate & thorough approach * Ability to communicate effectively to young people * Reception based skills |
| **Experience** | **Essential** |
| * Experience of dealing with the public & young people * Experience of using school ICT programmes |
| **Desirable** |
| * Previous experience of working in Education * Experience of working alongside a number of stakeholders * Ability to demonstarte strong admin support |
| **Other** | **Essential** |
| * Professional demeanour at all times |
| **Desirable** |
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**Date: .........................................................**

**Signed: .........................................................**