**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
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| **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
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| **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
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| **Desirable** |
| * Knowledge of Admission & Exclusion procedures within schools
* Accurate & thorough approach
* Ability to communicate effectively to young people
* Reception based skills
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| **Experience** | **Essential** |
| * Experience of dealing with the public & young people
* Experience of using school ICT programmes
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| **Desirable** |
| * Previous experience of working in Education
* Experience of working alongside a number of stakeholders
* Ability to demonstarte strong admin support
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| **Other** | **Essential** |
| * Professional demeanour at all times
 |
| **Desirable** |
|  |

**Date: .........................................................**

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