



Person Specification

Chapter Support Officer

The successful candidate will be well motivated, able to use his/her initiative and enjoy the level of responsibility involved in this post.

A = Application R = Reference I = Interview or assessment

A	Qualifications	Essential or Desirable	Assessed via
1	Good general education to level 6 (degree)	D	A
2	Math and English GCSE grade C or above	D	A
B	Experience and knowledge	Essential or Desirable	Assessed via
1	Experience of working in an educational setting	D	A/R
2	Knowledge of management information systems including SIMS/Lesson Monitor	D	A/R
C	Skills and abilities	Essential or Desirable	Assessed via
1	Good numeracy skills	E	I/R
2	Skilled in the advanced use of spreadsheets	D	I/R
3	Word processing skills	E	I/R
4	Good organisational and administrative skills	E	I/R
5	Ability to work on own initiative	E	I/R
6	Good communication skills – oral and written	E	A/I/R
7	Ability to meet deadlines and provide attendance information	E	I/R
8	Ability to input data and an understanding of software	D	I/R
9	Able to develop reporting systems in line with changing needs	D	A/I/RA
D	Motivation	Essential or Desirable	Assessed via
1	Willing to expand on current experience	E	I

2	Commitment to the Trust/Academy	E	I
E	Personal qualities	Essential or Desirable	Assessed via
1	Reliability	E	R
2	Emotional resilience in working in a challenging environment	E	I/R
3	Methodical approach to tasks	E	I/R
4	Ability to establish good working relationships with students, parents/carers and staff	E	A/I/R
5	Flexibility to work as part of a team, covering for other staff if needed	E	A/I/R
6	An understanding of child protection and safeguarding in relation to children and adults in educational establishments	D	I/R