

**PERSON SPECIFICATION
JOHN COLET SCHOOL
STUDENT SUPPORT OFFICER**

Qualifications

- GCSE grade C or above (or equivalent) in English and Maths (essential)

Previous Work Experience

- Worked within a high standards professional setting (essential)
- Ability to work under own initiative in a supportive role (desirable)
- Working knowledge of young people (desirable)

Professional Knowledge Skills & Experience

- Worked with young people (desirable)
- Knowledge of safeguarding in school (desirable)
- Worked with or at external agencies (desirable)

People Management Skills (all essential)

- Demonstrable ability and experience of working in a team
- Good communicator and listener
- Fair but challenging so that high standards are achieved for all
- Able to work professionally with other stakeholders and external agencies

Other Personal Qualities (all essential)

- Organised with excellent time management skills
- Effective communication skills
- Ability to prioritise
- Has attention to detail
- Ability to work within tight financial constraints
- Be a role model to the students at John Colet
- Enjoys working with young people