

# PERSON SPECIFICATION

**JOB TITLE:** Student Services Officer

**REFERENCE:** AAAE5279EPCHS

**GRADE:** 3

**RESPONSIBLE TO:** Curriculum Support Manager

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	Higher level qualifications	Good general education: Minimum, 5 GCSEs grade A* - C, including English and Mathematics.	Application Interview
<b>Experience</b>	Experience of working in a School  First-aid trained in a previous role	Administrative experience in a busy office environment  Working with young people in a previous role, either voluntary or paid	Application Interview
<b>Job Related Knowledge</b>	School MIS system software	Good working knowledge of computer software with particular emphasis on Word and Excel  Willingness to undertake First Aid Training	Application Interview
<b>Personal qualities, skills and aptitudes</b>	<p>Show an enthusiastic approach to work along with a cheerful attitude and a good sense of humour.</p> <p>Have a genuine interest in the education and well-being of young people.</p> <p>A calm and methodical approach to duties, however with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet demands and see tasks through to completion.</p> <p>Confidence to take responsibility for own workload, working both independently and as part of the office team.</p> <p>Show an excellent rapport with young people, with excellent interpersonal skills, having a sympathetic but firm manner and ability to communicate well with students, teachers and parents</p> <p>An aptitude to learn quickly and adapt easily to new systems.</p> <p>An innovative and pro-active approach to work, confident to suggest and try alternative ways of working in order to improve the service.</p> <p>Reliable, flexible and willing to take on a range of administrative tasks to support the team as required.</p>		Application Interview

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

**IMPORTANT**

**THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document **enclosed.**