

OUTREACH CO-ORDINATOR PERSON SPECIFICATION

Competency	Essential	Assessed	Desirable	Assessed
Attainments / Qualifications	Good General Education, including English Language and Maths at GCSE (grade C and above) or equivalent.	A	Educated in English to A-level standard or equivalent.	A
Skills and Understanding	<p>Excellent inter-personal, communication, and customer care skills.</p> <p>Highly organised and efficient, able to juggle several tasks and re-prioritise at short notice.</p> <p>Excellent IT skills and the ability to learn new IT skills quickly.</p> <p>Ability to maintain accurate records and follow agreed policies and procedures.</p> <p>Ability to maintain and understand the need for confidentiality.</p> <p>Understand the impact of Equality and Diversity issues in an educational setting.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>	<p>Extensive knowledge and understanding of Microsoft Teams.</p> <p>Knowledge of Applicaa (or a similar system).</p>	<p>A/I</p> <p>A</p>
Prior Experience			<p>Experience of successfully managing events.</p> <p>Experience of working in a HE and/or School environment.</p> <p>Experience of a school MIS system.</p>	<p>A</p> <p>A</p> <p>A</p>

			Experience of data collection and the management of data.	
Behavioural Characteristics	<p>Team-focused, with a positive, can-do attitude.</p> <p>Willingness to muck in and help others.</p> <p>Initiative and common sense.</p> <p>Adaptable, resilient, pragmatic problem-solver.</p> <p>Supportive of colleagues.</p> <p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Commitment to equal opportunities.</p> <p>Commitment to working in line with our school's values.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		

