

Person Specification

Education Support Officer

It is important that your application should address and evidence each of the criteria of the specification by means of a supporting statement.

ESSENTIAL

- Experience of creating a timetable using either the NOVAT or TIMETABLER package.
- High level of people skills.
- Meticulous attention to detail.
- High level of IT skills.

DESIRABLE, BUT NOT ESSENTIAL

- Understanding of process for organising trips and visits.
- Experience of organising cover.
- Experience as cover supervisor.

SKILLS AND ABILITIES

- The ability to maintain confidentiality.
- Excellent communication and interpersonal skills.
- The ability to assimilate information quickly and respond appropriately.
- The ability to interpret and present data in a professional and appropriate format.
- Effective time management skills and the ability to balance competing priorities and achieve deadlines.

COMMITMENT

- Commitment to professional development and training.
- An interest in educational matters and a desire to learn more.

PERSONAL

- Ability to work both independently and as part of a team, working co-operatively and sensitively with others.
- Positive, proactive, professional and enthusiastic in attitude.
- Flexible and be able to adapt to changes in working methods and approaches.
- Ability to exercise judgement and know when to seek advice.
- Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage.
- Ability to display a calm, tactful and responsible attitude.