

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

