



FINHAM PARK
MULTI ACADEMY TRUST

PERSON SPECIFICATION

Job Title: Student Wellbeing Officer
Grade: G4
Hours: 33 hours per week, term time only plus 5 days
Status: Permanent
Job Purpose: To provide a general administrative and well-being service for students.

| | Job Requirements | Measurement* |
|---|---|--------------|
| Knowledge, Skills & Abilities | <ul style="list-style-type: none"> ▪ Proficiency in working with standard office applications such as MS Word, Excel and Outlook | A I |
| | <ul style="list-style-type: none"> ▪ Excellent organisational and administrative skills | A I |
| | <ul style="list-style-type: none"> ▪ The ability to operate a computerised administrative system / database | A I |
| | <ul style="list-style-type: none"> ▪ Competent at extracting data and running reports as necessary | A I |
| | <ul style="list-style-type: none"> ▪ Ability to prioritise and multitask | A I |
| | <ul style="list-style-type: none"> ▪ Ability to manage own workload | I |
| | <ul style="list-style-type: none"> ▪ Ability to meet deadlines | A I |
| | <ul style="list-style-type: none"> ▪ Excellent telephone manner | I |
| | <ul style="list-style-type: none"> ▪ Experience of providing wellbeing support for students (Desirable) | I |
| | <ul style="list-style-type: none"> ▪ The ability to recognise and appreciate the confidential nature of some work undertaken | I |
| | <ul style="list-style-type: none"> ▪ Excellent attention to detail | A I |
| | <ul style="list-style-type: none"> ▪ Carries out routine liaison to pass on information promptly and accurately to all those who need to know. | I |
| | <ul style="list-style-type: none"> ▪ Ability to empathise with students within a college situation (Desirable) | I |
| | <ul style="list-style-type: none"> ▪ A clear understanding of developments in education | I |
| <ul style="list-style-type: none"> ▪ High level of literacy/communication skills | A I | |
| <ul style="list-style-type: none"> ▪ Evidence of commitment to Continuous Professional Development | A I | |
| Experience | <ul style="list-style-type: none"> • Clerical background covering activities such as typing, filing and using the telephone | A I R |
| | <ul style="list-style-type: none"> ▪ Administrative experience in an educational environment (Desirable) | A I R |
| Educational | <ul style="list-style-type: none"> ▪ 5 GCSEs grade A-C, including Maths and English (or equivalent) (Desirable) | A I |
| | <ul style="list-style-type: none"> ▪ A relevant administrative qualification or evidence of formal training (Desirable) | A I |
| Special Requirements | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but he Disclosure & Barring Service (DBS) will be required prior to appointment. | DBS |

A= Application I = Interview R = References