



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 Excellent organisational and administrative skills The ability to operate a computerised administrative system / database Competent at extracting data and running reports as necessary Ability to prioritise and multitask Ability to manage own workload Ability to meet deadlines Excellent telephone manner Experience of providing wellbeing support for students (Desirable) The ability to recognise and appreciate the confidential nature of some work undertaken Excellent attention to detail Carries out routine liaison to pass on information promptly and accurately to all those who need to know. Ability to empathise with students within a college situation (Desirable) A clear understanding of developments in education High level of literacy/communication skills Evidence of commitment to Continuous Professional Development 	A I A I A I A I A I I A I I I I I A I I I I A I A I
Experience	<ul style="list-style-type: none"> Clerical background covering activities such as typing, filing and using the telephone Administrative experience in an educational environment (Desirable) 	A I R A I R
Educational	<ul style="list-style-type: none"> 5 GCSEs grade A-C, including Maths and English (or equivalent) (Desirable) A relevant administrative qualification or evidence of formal training (Desirable) 	A I 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