



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