



## Person Specification

**Job Title:** Personal Development Centre Coordinator

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualification in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Experience of working in a school environment	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Experience of working with other agencies that are able to support students with specific vulnerabilities and how to access this support	✓	
Experience of working with students who have additional SEMH needs		✓
<b>Skills</b>		
Ability to effectively communicate with a wide range of audience, verbally and in writing	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages, including Microsoft Office	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Ability to relate to students in a sympathetic manner and to recognise potential safeguarding issues	✓	
Understanding of school child safeguarding procedures		✓

<b>Other</b>		
Satisfactory Enhanced DBS check	✓	