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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * GCSE (Grades A – C) in English and Maths
* Right to work in the UK
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| **Experience** | * Experience of working in a school, college or educational environment
* Experience of developing, implementing and maintaining processes and systems
 | * Experience of working as a team member
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| **Skills/ Knowledge** | * Competent in the use of Microsoft Office Packages and Management Information Systems
* Ability to work with data tracking systems and able to analyse data
* Excellent written and verbal communication skills
* Good numeracy skills
* Excellent organisational and time management skills
* Ability to work without supervision
* Ability to relate well to adults and students
* An understanding of the importance of safeguarding and promoting student well being.
* Understanding and knowledge of procedures and legislation related to confidentiality.
* Understanding and knowledge of JCQ regulations.
* Understanding and knowledge of making access arrangements to comply with the Equalities Act 2010.
 | * Interest and understanding of the arts sector
* GDPR Training
* Knowledge of Arbor MIS System
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| **Personal Skills** | * Commitment to learning
* Enthusiastic, positive and ‘can do’ attitude
* Diplomacy Skills
* Calm under pressure
* Reliability, integrity, resilience and stamina
* Respects confidentiality
* A commitment to CAPA College ethos
* Willing to seek support and advice when necessary
* Enjoys working as part of a team
* Enjoys working independently – takes initiative, self-motivated, ability to manage own time, organise workload and work efficiently to meet deadlines
* Quick learner, able to be flexible and adapt to context and surroundings
* Enthusiasm and commitment for working in a creative organisation with a focus on young people (aged 16-19)
* Willingness to lead by example in terms of work ethic, dress and behaviour
* Robust sense of humour
* Excellent attendance and punctuality records
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