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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * GCSE (Grades A – C) in English and Maths * Right to work in the UK |  |
| **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 |
| **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 |
| **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 | |