

Person Specification for Admissions and Provisions Coordinator

	Essential	Desirable	Assessed via		
Qualifications:					
Graduate (in a subject relating to education)		✓	Application form - certificates checked at interview Application form - certificates checked at interview Application Form		
QTS or QTLS with at least three years teaching experience	✓				
GCSE pass (or equivalent) in English, maths and ICT)	✓				
Experience:					
Knowledge of educational priorities for post 19 students who have SEND.	✓		Application form		
Experience of teaching and assessing the learning of young adults who have severe Learning Difficulties, Autism or Profound and Multiple Learning Difficulties	✓		Application form		
Use of EHCPs; how to interpret the information including a young person’s provision, to support their SEND.	✓		Application Form Task		
Experience of working with a multi-professional team including therapy team, you will have a knowledge of therapy strategies and tools.	✓		Application Form		
Able to build secure professional relationships with all stakeholders, including feeder schools and colleges.			Application Form		
Experience of communicating with parents and carers	✓		Interview		
Experience of liaising with Local Authorities		✓	Task		
Clear communicator both verbally and in writing. Able to speak and write in grammatically correct English.	✓		Interview/ Task		
The ability to examine, evaluate and report upon data and processes relating to admissions			Task		
Excellent ICT skills including excel	✓		Application Form task		
The ability to maintain sensitive information in line with GDPR	✓		Interview		
Organising and managing small events within an educational setting.			Interview		
Personal Qualities:					
Able to communicate with students as young adults	✓		Presentation		
A charismatic, confident and engaging style of communication	✓		presentation		
Positive attitude to college development and able to contribute own ideas and solutions to issues.	✓		Interview		
Sense of humour, confident, and resilient	✓		Reference		

Highly organised and able to manage own workload and meet deadlines.	✓		Reference		
Calm, and able to deal with challenging situations as these arise.	✓		Interview		
Sensitivity to the needs of pupils who have disabilities and the challenges encountered by their families.	✓		Reference		
Excellent attendance record	✓		Application Form Reference		
Ability to speak another language		✓	Application form		
Experience driving minibuses/willingness to learn to do so		✓	Interview		
Full clean driving Licence	✓		Application form		