**Accommodation & Welfare Officer**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level * DELTA qualified * Experience working in a busy school * Minimum 3 years teaching experience * Administrative skills | * Demonstrable experience in a comparable role * Knowledge of Safeguarding and Welfare * Experience working with young learners * Experience supervising staff |
| **Skills, knowledge and understanding** | * Excellent written and oral communication skills * Excellent time management skills * High level of competency in IT, particularly Word, Excel and Outlook * Valid driving licence | * Knowledge of database systems |
| **Personal attributes** | * Ability to work well and remain calm under pressure * Ability to be flexible and adapt to changing needs * Organised and methodical * Ability to work well independently without close supervision, as part of a team with a shared goal * Ability to exercise judgement in making decisions (following established procedures) or referring to others. * Excellent level of accuracy and attention to detail * Willingness to work as part of a small team * Smart, professional appearance |  |