**Accommodation & Welfare Officer**

**Person Specification**

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| **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
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| **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
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| **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
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