

Person Specification

Student Services Coordinator

ORCHARD HILL COLLEGE

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications/Experience	Priority
Experience of working within a team.	1
Experience of using MIS	2
Experience of using Windows and Microsoft applications or CLAIT	1
GCSE English and Maths, or equivalent	1
Experience of working in a College environment	2
Ability, skills and knowledge	
Able to communicate (receive and transmit) appropriately and effectively with students who have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive.	2
Able to communicate (receive and transmit) appropriately and effectively with colleagues, suppliers and other external agencies.	2
Able to demonstrate high level skills in customer service, and a mature approach to dealing with a wide variety of people.	2
Able to maintain accurate, legible and up to date records.	2
Able to operate a range of office equipment such as photocopiers, laminators etc.	2
Able to work within a team and independently	1
Able to prioritise and organise own workload	1
Able to demonstrate high levels of accuracy and attention to detail.	1

Able to work on own initiative, sometimes working under pressure and to tight timescales.	1
Able to attend and minute meetings and accurately write up minutes.	1
Able to communicate effectively through written communication, for example, meeting minutes.	1
Able to effectively organise own workload and prioritise deadlines	1
Able to adhere to the OHC Policies.eg,	1
Able to work to deadlines.	1
Able to process applications timely and accurately.	1
Actively assist and represent OHC at student council meetings.	1
Attend internal and external events/meetings.	1
Coordinate and monitor EHCP review meetings and ensure the completion of all documentation is recorded and circulated within timescales.	1
Coordinate workloads for admin staff relevant to review meetings	1
Awareness of DWP benefits available to people with Disabilities and Learning difficulties.	1
Able to provide clear IAG to all current and prospective students, parents/carers and Enquiries to OHC.	1

Other

Equal Opportunities, Health and Safety, Safeguarding, GDPR