



## RIPON GRAMMAR SCHOOL

### PERSON SPECIFICATION – Plus One Programme Coordinator

|   | ESSENTIAL   | DESIRABLE/HELPFUL  |
|---|---|--|
| <b>QUALIFICATIONS</b>                                   | <ul style="list-style-type: none"> <li>• Qualification to A Level or equivalent</li> </ul>  |  |
| <b>OCCUPATIONAL SKILLS</b>                              | <ul style="list-style-type: none"> <li>• Ability to help resolve conflict and deal sensitively with difficult situations</li> <li>• Good written and verbal communication skills</li> <li>• Good reading, writing and numeracy skills</li> <li>• Good ICT skills</li> <li>• Strong organisational and social skills</li> <li>• Ability to liaise effectively at all levels</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Experience of coordinating activities for significant numbers of people.</li> </ul> |
| <b>EXPERIENCE</b>                                       | <ul style="list-style-type: none"> <li>• Experience of liaising with stakeholders at different levels</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul>                                 |
| <b>PERSONAL QUALITIES, MOTIVATION AND SOCIAL SKILLS</b> | <ul style="list-style-type: none"> <li>• Committed to the staff and students within school, and wanting the best for them.</li> <li>• Ability to work under pressure</li> <li>• Ability to work on own initiative</li> <li>• Positive attitude to the development of others</li> <li>• Good team player</li> <li>• Confidentiality and flexibility</li> <li>• High standards regarding personal appearance</li> </ul> | <ul style="list-style-type: none"> <li>• Creativity and resourcefulness</li> </ul>   |
| <b>OTHER REQUIREMENTS</b>                               | <ul style="list-style-type: none"> <li>• Enhanced DBS clearance (<i>can be organised within post</i>)</li> <li>• To be committed to Continuing</li> </ul>   |  |

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|  | <p>Professional Development</p> <ul style="list-style-type: none"><li>• A commitment to equality and diversity</li></ul> |  |
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