

**Quarry Hill Academy**  
**PUPIL SERVICES OFFICER - PERSON SPECIFICATION**

| Factors              | Essential  | Desirable  |
|----------------------|--|--|
| Qualifications       | <p>Excellent command of written and spoken English</p> <p>Equivalent experience in a similar role</p>  |  |
| Training             | Evidence of continuing professional development  |  |
| Experience           | <p>Managing change projects</p> <p>Managing Teams</p> <p>Managing HR</p>   | Experience of working within an educational environment  |
| Knowledge and Skills | <p>Able to deliver services and systems applicable for effective school management</p> <p>Knowledge of Arbor and other platforms and spreadsheets</p> <p>Able to deliver value for money initiatives</p> <p>Able to understand national and regional education services and deliver appropriate strategies</p> <p>High level IT skills including Word, Excel, and with the ability to train and develop others</p> <p>Knowledge and thorough understanding of the Freedom of Information and Data Protection legislation and of confidentiality issues</p> | <p>Understanding of educational enterprise issues</p> <p>Understanding of promoting positive relationships within the wider school community</p> |

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|---------------------------|---|--|
| <p>Personal Qualities</p> | <p>Able to demonstrate a confident and professional attitude</p> <p>Highly developed interpersonal skills including influencing skills</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Able to work with attention to detail and have the ability to prioritise and delegate workloads in order to meet strict deadlines</p> <p>Flexible, hardworking and committed and responsive to change</p> <p>Team leader and team player</p> |  |
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