# **PERSON SPECIFICATION: Senior Curriculum Support Officer POST REFERENCE: 105788**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Good Level of Education including English & Maths at grade 4 or above. (F) * NVQ level 4 or equivalent in an appropriate subject or willing to work towards a level 4 (F) | * NVQ Advice and Guidance level 3 (F) * Teaching and/or assessing qualification (F) |
| * **Work or other relevant experience** | * Experience in the use of IT/MIS systems (F) * Experience of processing and collating management Information and ensuring a timely supply of monitoring information is available (F) * Experience of working in the post 16 education sector (F) * Experience of working with partner and subcontractor organisations (F) * Experience of financial processes and procedures (F) * Experience of working on externally funded projects (F) | * Experience of delivering or assessing candidates (F) * Experience of delivering IAG (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | * Ability to work to deadlines with accuracy(F)) * Proficient in the administration of records and production of data (F) * Ability to produce marketing materials (F) * Ability to organise own work load and work under pressure (F) * Knowledge of policies relating to Adult Learning (I) * Knowledge of curriculum (I) * Knowledge of the accreditation process (I) |  | |
| * + **General competencies** | * Good level of ICT (F) * Good problem solving skills (F) * Ability to travel independently (F) * Ability to work as part of a team (I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.