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

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)
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| * **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)
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| **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)
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| * + **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.