# **PERSON SPECIFICATION: Senior Curriculum Support Officer POST REFERENCE: 105551**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

|  |  |  |
| --- | --- | --- |
| 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 general level of education including English and Maths at Grade C or equivalent (F)
* Level 3 Business Administration or Equivalent (F)
 | * Level 4 Business Administration or Equivalent (F)
 |
| * **Work or other relevant experience**
 | * Experience in the use of management information systems (F)(I)
* Ability to process and collate management information and ensure supply of monitoring information (F) (I)
* Experience of supporting learners (F) (I)
* Experience of managing spreadsheets and databases (F) (I)
* Experience of managing administration systems to ensure targets and deadlines are met (F) (I)
* Experience using financial systems such as Integra (F) (I)
* Experience of developing marketing materials and creating content for websites and social media (F) (I)
 | * Experience of leading a small team (F) (I)
 |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |



**2**

|  |  |  |
| --- | --- | --- |
| 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) |
| * **Skills, abilities, knowledge and competencies**
 | * Ability to effectively communicate, verbally and in writing (F) (I)
* Experience of compiling and manipulating spreadsheets and databases (F) (I)
* Experience of using software packages such as Word, Access and Excel (F)
* Ability to work under pressure and meet deadlines (F) (I)
* The ability to allocate work and ensure standards are achieved (F) (I)
* Ability to process financial pay claims, collect course fees and record income (F) (I)
 |  |
| * + **General competencies**
 | * Good ICT skills (F) (I)
* Experience of working as part of a team (F) (I)
* Ability to work to tight deadlines (F) (I)
* Ability to work on own initiative (F)(I)
* Good problem solving skills (F)(I)
 |  |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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.