# **PERSON SPECIFICATION: Senior Curriculum Support Officer POST REFERENCE: 107368**

**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.**

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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 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)** | | |



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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) | |
| * **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) |  | |
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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.