

Person Specification

Post: Administrative and Liaison Coordinator

Location: Pilgrim Pathways School, Ida Darwin, Fulbourn and Addenbrookes Hospital, Hills Road, Cambridge and any other location where the PPS is operating from.

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

| Essential | Desirable |
|--|---|
| GCSE English & Maths grade C and above | Level 3 qualifications or equivalent (A-Levels) |
| Proficient in the use of Microsoft Office applications including Word, Excel and Outlook or equivalent software packages | Experience of Hospital Data system (EPIC) |
| Strong verbal and written communication | |
| Experience in a relevant field or qualification in a relevant discipline | |

Experience & Knowledge

| Essential | Desirable |
|---|--|
| At least 2 years experience of organising administrative systems in a busy workplace | Experience of a range of issues relating to education and mental health issues |
| Experience of work in a team | Experience of managing a team |
| Organisation and proven administrative skills including data entry | Experience of working in a multidisciplinary team |
| Knowledge of Data Protection (GDPR) and of equal opportunities legislation and their requirements | Experience of exams administration |
| Knowledge of and a good working understanding KCSIE 2023 and Safeguarding processes and procedures. | Experience of working in a school/alternative provision |
| Knowledge of health and safety legislation | Experience of working in a hospital |
| Experience of co-ordinating events and timetabling under time pressure | |

Skills & Attributes

| Essential | Desirable |
|---|-----------|
| The ability to communicate and liaise effectively and confidently with a wide range of people | |
| Unconditional and positive regard for the well-being of young people. | |
| Commitment to promote the self-esteem of vulnerable young people and support them back into education and work. | |
| Be flexible and demonstrate effective ability in working with others | |
| Willingness to undertake personal and role | |

| | |
|--|--|
| development and to be committed to continuous professional development | |
| To demonstrate good observation and listening skills | |
| The ability to reflect on and develop professional practice | |
| The ability to work independently and be proactive in seeking external training / support, when required | |
| Able to problem solve and demonstrate a solution-focussed approach | |
| A keen eye for detail, whilst being able to meet deadlines effectively | |
| Able to work on own initiative with minimal supervision | |
| Able to prioritise workload and complete in timely manner | |
| Excellent interpersonal skills - able to communicate in a friendly, open and constructive way | |
| Maintain professionalism at all times | |
| Maintain confidentiality of sensitive information at all times | |
| Be proactive in promoting the school at every opportunity and its values as a Local Authority service | |
| Deliver all elements of the role with integrity | |
| Full – clean driving licence | |

Equal Opportunities

| Essential | Desirable |
|---|-----------|
| An understanding of equal opportunities and rights of all young people. | |
| Willingness to provide access of education to all students. | |