

ENDEAVOUR LEARNING TRUST



PERSON SPECIFICATION PROGRAMME DEVELOPMENT OFFICER ENDEAVOUR COMMUNITY

| Personal Attributes required (on the basis of the job description) | Essential (E) Or Desirable (D) | Identified by: Application Form (AF), Interview (I), Test (T) or other |
|---|--------------------------------------|---|
| QUALIFICATIONS AND TRAINING | | |
| 5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5 | E | AF |
| First Aid Qualification (qualification not essential at point of application, training will be given if required) | D | AF |
| Professional development relevant to PE, Sport or Leisure | D | AF |
| UKCC National Governing Body Level 2 Qualification | D | AF |
| EXPERIENCE | | |
| Successful experience of working in an administrative role | E | AF / I |
| Knowledge and understanding of the PE, Sport or Leisure landscape | D | AF / I |
| Experience of previous work in a school or relevant service environment | E | AF / I |
| Experience of Management Information Systems | E | AF / I |
| Experience with the Microsoft Office Suite particularly Outlook, Excel, Word and Internet Explorer | E | AF / I |
| SKILLS AND ATTRIBUTES | | |
| Communicate confidently and effectively using a range of methods | E | AF / I |
| Effectively respond to challenges, dealing rapidly, accurately and appropriately to situations | E | AF / I |
| Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy | E | AF/I |
| Evidence of successfully managing multiple tasks and deadlines | E | AF / I |
| Communicate with stakeholders in a courteous and professional manner | E | AF / I |
| Experience of being able to work effectively within a team and contribute to its success | E | AF / I |

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| Evidence of working independently | E | AF / I |
| Evidence of excellent time management skills | E | AF / I |
| Accuracy and attention to detail incorporating good numeracy, literacy and IT skills | E | AF / I |
| Have excellent organisational, administrative and record keeping skills | E | AF / I |
| PERSONAL QUALITIES AND ATTRIBUTES | | |
| Ability to form effective and appropriate professional working relationships with colleagues and young people with clear boundaries | E | AF/I |
| Ability to handle highly confidential or sensitive information in an appropriate and secure manner | E | AF / I |
| Evidence of demonstrating discretion and confidentiality | E | AF / I |
| Willingness to travel between sites and meetings as required | E | AF / I |
| Have a flexible attitude to work | E | AF/I |
| To be willing to undertake professional development training | E | AF/I |
| A willingness to undertake duties at unstructured times | E | AF/I |
| OTHER | | |
| Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' | E | I |
| Compliance and adherence to the document 'Guidance for Conduct' | E | I |
| Full British Driving Licence and access to a vehicle. | E | AF/I |
| Clearance through the Disclosure and Barring Service – (Clearance is required before confirmation of appointment) | E | AF/I |

Date: September 2020

Please complete the Non-Teaching Staff Application Form and submit it to vacancies@endeavourlearning.org .
CV's will not be accepted.

Closing Date: Monday, 19th October 12noon

Interview Date: TBC