

## Person Specification – Security and Student Liaison Officer

	Essential	Desirable	Measured By
<b>Qualifications, Education &amp; Training</b>			
Minimum of GCSE English and Maths at Grade C (4) or above	√		Application
<b>Knowledge</b>			
Core Purpose of a Sixth Form College	√		Application/Interview
Safeguarding within a Sixth Form College	√		Application/Interview
Health and Safety within a Sixth Form College	√		Application/Interview
Codes of Conduct for Staff/Students and Visitors within a Sixth Form College		√	Application/Interview
First Aid Treatment	√		Application
Emergency Evacuation Protocols and Procedures	√		Application
COSHH Regulations		√	Application
Information Database Applications	√		Application
Access Control Applications	√		Application
CCTV Applications	√		Application
Data Protection and GDPR	√		Application
Appropriate Organisation Policies and Procedures		√	Application/Interview
<b>Skills, Abilities and Competences</b>			
Ability to communicate clearly and effectively in an appropriate manner to staff, students and visitors both orally and in writing	√		Application/Interview
Ability to use IT Applications e.g. Microsoft Office	√		Application
Ability to Interpret relevant Policies and Procedures in order to carry out role appropriately	√		Application/Interview
<b>Experience</b>			
Working with Young Adults (16-19 year olds)	√		Application
Working on Own Initiative	√		Application/Interview
Working as Part of a Team	√		Application/Interview
Dealing with and Resolving Difficult Situations	√		Application/Interview
<b>Personal Attributes</b>			
Committed to the ethos of the College and its Standards	√		Application/Interview
Friendly yet professional and respectful approach which demonstrates support and shows mutual respect	√		Application/Interview
Open, honest and active listener	√		Application/Interview
Takes responsibility and accountability	√		Application/Interview
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging other and achieving expectations.	√		Application/Interview
Has the ability to learn from experiences and challenges	√		Application/Interview

Committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	√		Application/Interview
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