

ST WILFRID'S RC COLLEGE

Person Specification – Behaviour Support Officer

Scale Point: Band 6 SCP22

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> • At least 5 GCSE's or equivalent, Grade C or above including Maths and English or evidence of good numeracy and literacy skills 	<ul style="list-style-type: none"> • Relevant qualifications in counselling, social work, youth work, or education. 	<ul style="list-style-type: none"> • Application Form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience working with young people in an educational, social care, or youth work setting. • Significant experience of working in a senior admin role in an organisation • Experience of IT packages including Word, Excel and a management information system • Experience of using ICT effectively for administration and communication. • Experience of designing and developing administrative and organisational systems • Experience of working in a team and using your own initiative • Experience of communicating with customers/ clients. • Experience in assessing and applying policy and procedures. • Experience of working in an admin 	<ul style="list-style-type: none"> • Experience working with external agencies to support young people 	<ul style="list-style-type: none"> • Application Form • Interview • Assessment

	<p>role in a school/educational establishment</p>		
<ul style="list-style-type: none"> • Knowledge Skills/Aptitudes 	<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Knowledge of safeguarding procedures and Ability to work collaboratively with staff, students, and families. • Empathy, patience, and the ability to remain calm under pressure • Ability to build and maintain effective/ professional working relationships across internal and external stakeholders. • Drive, enthusiasm and willingness to initiate and contribute to new developments. • Willingness to participate in relevant training and development • Work collectively as part of a team • Ability to prioritise and meet deadlines. • Ability to work effectively under pressure and without supervision 	<ul style="list-style-type: none"> • Understanding of mental health and well-being strategies for young people 	<p>Application form/ Interview/ Selection Day</p>

	<ul style="list-style-type: none">• Empathetic and a good listener• Adaptability/flexibility in changing circumstances• Enhanced clearance from the Disclosure and Barring Service		
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Reference: RYR

Date: Feb 2025