



## Person Specification

**Job Title: Consequences Co-ordinator**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths or equivalent.	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b>Experience</b>		
Experience of working in a school environment		✓
<b>Skills</b>		
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students' in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of Academy child safeguarding procedures		✓
<b>Other</b>		
Satisfactory Enhanced DBS Check	✓	
Assessed and advised by Occupational Health	✓	