

Person Specification

Job Title	Sixth Form PA & Independent Study Supervisor		
School	Seven Kings School	Salary Range	LBR 6 (Pro Rata)

Selection Criteria

Education and Qualifications:

- Evidence of training and experience relevant to the post

Experience and Training:

Essential

- Experience working in an administrative or office-based role
- Experience maintaining accurate records and managing filing or database systems
- Experience communicating with a range of stakeholders (e.g. students, parents, staff, external agencies)
- Experience managing workload and prioritising tasks in a busy environment

Desirable

- Experience working in a school/college or Sixth Form setting
- Experience using school management platforms (e.g. SIMS, UCAS, Applicaa, etc)
- Experience in managing administration systems, data handling and analysis
- Experience organising events or coordinating activities
- Experience of working with a range of partners and agencies to deliver agreed outcomes
- Training in safeguarding or working with young people

Knowledge, understanding and skills:

Essential

- Strong commitment to working within a team collaboratively to ensure the best outcomes for young people
- Strong organisational skills with attention to detail
- Excellent written and verbal communication skills
- Ability to create and maintain a calm, purposeful learning environment
- Good IT skills, including Microsoft Office and database systems
- Ability to manage confidential information with discretion
- Understanding of safeguarding, confidentiality, and data protection principles
- Ability to work independently and collaboratively as part of a team
- Ability to prioritise tasks and meet deadlines

Desirable

- Knowledge of post-16 education systems and processes
- Understanding of UCAS, apprenticeships, and student progression routes
- Ability to support students in developing independent learning skills
- Experience using school management systems

Personal qualities:

- Genuine enthusiasm for the role, with the ability to motivate and inspire students to make effective use of independent learning time
- Excellent interpersonal skills, with a proven ability to build and maintain positive, respectful relationships with students, parents/carers, and colleagues

- Strong commitment to the school's ethos, values, and ongoing development
- Flexibility and resilience, with the ability to prioritise effectively, manage competing demands, and remain calm under pressure while supporting others as needed
- Excellent organisational and time management skills, with the ability to work efficiently and reliably
- High levels of integrity, professionalism, and discretion, with a strong commitment to maintaining confidentiality at all times
- Reflective practitioner, open to feedback and committed to continuous improvement
- Strong personal values aligned with the ethos of Seven Kings School and a commitment to inclusive practice
- Unconditional positive regard for all young people, with a genuine commitment to their wellbeing, progress, and success
- Strong communication skills, with the ability to engage confidently and persuasively with a range of audiences, including staff, parents/carers, and students
- Ability to act as a positive role model, demonstrating high standards of professional conduct and supporting best practice across the year team and wider school community

General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public