



## Person Specification

Job Title

**Work Experience Assistant**

### Qualifications

#### Essential

- |   |     |
|---|-----|
| • Maths and English Functional Skills at Level 2 or GCSE Grade C. | A/I |
|---|-----|

#### Desirable

- |  |     |
|--|-----|
| • Hold a level 3 qualification in Education and Training | A/I |
| • Systematic Instructor training                         |     |

### Key skills

#### Essential

- |   |     |
|---|-----|
| • The ability to develop positive working relationships with key departments  | A/I |
| • Administration competence required to ensure the timely completion of all relevant documentation required for internal placements           | A/I |
| • Excellent coaching skills   |     |
| • Good organisational and time management skills  | A/I |
| • A systematic approach to work with good problem-solving skills  | A/I |
| • The ability to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people | A/I |

#### Desirable

- |   |     |
|---|-----|
| • Ability to write comprehensive health and safety risk assessments | A/I |
|---|-----|

### Experience

#### Essential

- |   |     |
|---|-----|
| • Experience of assessing health and safety compliance in the workplace                             | A/I |
| • Experience of working with and supporting learners with SEND                                      | A/I |
| • Experience of networking with individuals at all levels to create effective working relationships | A/I |

#### Desirable

- |  |     |
|--|-----|
| • Experience of working within industry/business | A/I |
|--|-----|

### Knowledge

#### Essential

- |  |     |
|--|-----|
| • Understanding of the importance of maintaining confidentiality.          | A/I |
| • Commitment to safeguarding, equality and diversity and health and safety | A/I |

#### Desirable

- |   |     |
|---|-----|
| • Knowledge around Health and Safety legislation  | A/I |
| • Knowledge of the SEND code of practice          | A/I |
| • Knowledge of the supported internship framework | A/I |

### Other personal requirements

#### Essential

- |  |   |
|--|---|
| • Reliable, motivated, patient, empathetic | I |
|--|---|

#### Desirable

- |  |   |
|--|---|
| • Flexibility to work the hours and days to meet the needs of the college        | I |
| • Full valid driving licence with access to own vehicle insured for business use |   |

### How we intend to assess your match with our person specification

A Application Form    I Interview