

Person Specification

Post: Higher Education and Enrichment Coordinator

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics • 3 A Levels or equivalent • A 2:2 degree or better 		<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Experience of successfully organising events 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Successful experience of working in a Sixth Form, Higher Education or University setting • Multi-tasking and prioritising to achieve multiple demanding targets with different deadlines • UCAS system • Delivering extra-curricular provision to inspire and motivate young people 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Able to inspire and motivate others • Microsoft Office, especially Outlook, Excel and Word • Strong written and verbal communication skills • Highly reflective about own areas for development with a willingness to improve • Commitment to safeguarding 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Knowledge of UCAS application system 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy • Willingness to run enrichment provision 		<ul style="list-style-type: none"> • Application • Interview • References