

Person specification: Library and Sixth Form Study Coordinator

Essential Qualifications:

- Educated to degree level or equivalent.
- Strong computer literacy, including proficiency in Microsoft Excel.
- A commitment to professional development and a willingness to undertake relevant training.

Experience:

- Experience of working with young people in an educational or supportive setting (this could be in a school, tutoring, or similar environment).
- Experience of mentoring or supporting students, ideally in an academic context, with a focus on developing productive study habits and supporting academic achievement.
- Experience in an administrative role with a focus on organisation, data management, and multitasking.
- Experience or a strong interest in supporting university admissions, such as through the UCAS process, including assisting students with personal statements and university applications. (Experience with university admissions would be advantageous but not essential.)
- Experience of working with or supporting Sixth Form students in an educational environment is highly desirable, but candidates with strong transferable skills working with older students will also be considered.

Skills and Knowledge:

- Strong organisational and time-management skills with the ability to prioritise tasks and work efficiently within set deadlines.
- Ability to communicate clearly and effectively with students, staff, and parents, adapting communication style as appropriate.
- A proactive and flexible approach to working with young people and supporting their academic development, particularly in relation to Sixth Form study and university preparation.
- Ability to create a productive and focused study environment that encourages students to engage in independent work and manage their time effectively, ensuring minimal distractions and supporting concentration.
- Familiarity with the UCAS process and how to support students through university applications (desirable but not essential).
- Attention to detail when managing data, records, and administrative tasks, particularly related to university admissions and student records.

Personal Attributes:

- Empathy and understanding of the needs of students, particularly Sixth Form learners, and the ability to build strong, positive relationships with them.
- A genuine interest in supporting students' academic journeys and helping them achieve their potential, especially in the transition to higher education.
- Ability to work independently and as part of a team, contributing to shared goals and responsibilities.
- Patience and resilience, with the ability to handle a variety of tasks and students' needs calmly and professionally.
- Commitment to safeguarding and promoting the welfare of students, in line with the school's policies and procedures.
- Confidence in managing group dynamics, ensuring that students stay on task and maintain appropriate behaviour in study spaces.

Desirable:

- Experience working with Sixth Form students in an academic setting, particularly in supporting university preparation.

- Experience or knowledge of university admissions, particularly the UCAS process and university application support.
- Experience working in a library or study space setting, with an understanding of the role and responsibilities of a library coordinator.
- Knowledge of library management software or systems for cataloguing, loans, and resource management.