



PERSON SPECIFICATION

ACCRINGTON AND ROSSENDALE COLLEGE

Raising access, aspiration and achievement

Job Title HE Academic Support Officer ****INTERNAL ONLY****

The College will use the following criteria for selection of applicants for interview.

As they will form an essential part of the selection process, candidates must ensure that they use the application form and supporting letter to provide evidence or examples of their proven experience against the criteria.

Criteria	Essential / Desirable	Assessed by: A = Application Form I = Interview T = Test P = Probationary
Qualifications		
A first degree or equivalent professional qualification	E	A
IAG at least at Level 2	D	A
Knowledge / Experience		
Experience and/or a good understanding of OfS, QAA, SLC etc.	E	A/I
Experience and/or a good understanding of HE in FE and work with partner HEIs and awarding bodies	E	A/I
Evidence of being self-motivated, responsive and demonstrate an ability to work to strict deadlines, under pressure and without supervision	E	I
Experience and/or a good understanding of team leading and providing a front-line service	D	A/I
Skills / Abilities / Personal Attributes		
Excellent interpersonal skills	E	I
A flexible and 'can do' approach to work as part of a team	E	I/P
Proven organisational skills and attention to detail	E	A/I/P
Proven ability in the use of the Microsoft Office Suite and broad administrative skills	E	A/I/P
Proven and effective interpersonal skills and effective communication skills (oral & written) including an ability to write and present reports	E	A/I/P
Other Whole College Requirements		
Ability to work flexibly to meet the needs of the team and the College which may include occasional evening and / or weekend work to support College open days and events	E	I
A clear understanding of and demonstrable commitment to Equality and Diversity	E	A / I
A demonstrable commitment to sustainability and carbon management	E	I

To undertake and pass an appropriate Safeguarding & Protecting qualification within 3 months of appointment.	E	I
Level 2 (or equivalent) qualification in Maths / English (or willingness to complete on appointment)	E	A
Commitment to the promotion and safeguarding of all learners, including safeguarding against the risk of radicalisation and to exemplify British values within the organisation.	E	A / I / T / P

As an educational establishment, committed to raising standards and the achievement of excellence, we expect candidates to submit professional, accurate and considered applications, appropriate to the type and level of the post. We reserve the right to reject applications that are generally of a poor standard at the short listing stage, whether or not individuals meet the criteria outlined above.

It may be useful for you to prepare and check your supporting statement in a word processed document and copy and paste this into the online application.

Safeguarding Children, Young People and Vulnerable Adults

This College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. If you are invited to interview, in addition to assessing your suitability to perform the duties of the post, the interview panel will explore issues relating to safeguarding and promoting the welfare of children including your motivation to work with children; your ability to form and maintain appropriate relationships and personal boundaries with children and your emotional resilience in working with challenging behaviours.

Equality and Diversity

Accrington & Rossendale College recognise and endorse the need and right of everyone in College to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experience is valued. It aims to ensure that all staff and students whether existing or potential receive fair and equal treatment when applying to, or working as, members of the College, and to counter any attitudes and behaviour which deny opportunities to people simply or primarily because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (this includes lack of belief), gender, or sexual orientation.



We hold the 'Positive About Disabled People' Two Ticks symbol and guarantee an interview for disabled job applicants who meet the essential criteria for the post.



We hold the Navajo Charter Mark for Lesbian, Gay, Bisexual and Trans Friendly Service.

We are an equal opportunity employer, committed to diversity and welcome applications from all sections of the community.

Attendance

It is important to recognise the contribution made by good attendance in allowing the College to achieve its objectives and to continue to provide high standards of service. The regular and reliable attendance of all employees is vitally important to the success of the organisation. Staff, therefore, have a contractual responsibility to attend work.

In addition, the College is committed to the development of a diverse workforce and to supporting staff that are, or become, disabled (as defined by the Disability Discrimination Act 2005/Equality Act 2010) during their employment. Accrington & Rossendale College has a positive duty to make reasonable adjustments at work and will do so wherever possible.

Absence from work will be managed on an individual basis through the College's Managing Absence Policy.

Carbon Care

As a leading further education provider and employer in the area we have a responsibility to both set an example and play our part in helping others to recognise the need to move towards sustainable development. We are committed to minimising the environmental impact of the College's activities. We will seek to develop an ethos of environmental responsibility amongst all our staff and students.