

## **PERSON SPECIFICATION**

JOB TITLE: Campus Officer

DEPARTMENT: Safeguarding and Wellbeing Team -  
Directorate of Learner Experience and  
Essential Skills

### **Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

| <b>Criteria</b>                                                         | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------|------------------|------------------|
| <b>Skills and Abilities</b>                                             |                  |                  |
| 1. Excellent verbal communication skills                                | ✓                |                  |
| 2. Cope under pressure and act in a professional manner at all times    | ✓                |                  |
| 3. Maintain professional relationships with staff and students          | ✓                |                  |
| 4. To work under own initiative without supervision – a can do attitude | ✓                |                  |
| 5. Ability to work well in a team                                       | ✓                |                  |
| 5. Knowledge of standard security and safety protocols                  | ✓                |                  |
| <b>Experience</b>                                                       |                  |                  |
| 1. Previous experience in a similar role                                |                  | ✓                |
| 2. Experience of working in a educational setting                       |                  | ✓                |
| 3. Experience of working in a small team                                |                  | ✓                |
| 4. Knowledge of CCTV operation                                          |                  | ✓                |
| <b>Education / Qualification</b>                                        |                  |                  |
| 1. Good level of basic education (GCSE Maths / English)                 | ✓                |                  |

|                                                        |   |   |
|--------------------------------------------------------|---|---|
| 2. Working knowledge of relevant computer applications | ✓ |   |
| 3. First aider or willing to train                     | ✓ |   |
| 4. SIA front line licence                              | ✓ |   |
| <b>Other</b>                                           |   |   |
| 1. Enhanced DBS registered with update service         |   | ✓ |
| 2. Good knowledge of safeguarding young people         | ✓ |   |