

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Schools Co-ordinator	Grade:	14-17
Division/Section:	Schools	Date:	June 2026
Prepared by:	Stuart Cruickshank		
Designation:	Head of Registry & Academic Operations		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Strong administrative and organisational skills with the ability to manage competing priorities.	Application Form
	Excellent IT Skills, including Microsoft Office, with the ability to use and manage digital systems/ databases.	Application Form
	Ability to interpret and analyse information to produce clear written communication.	Application Form
	Good understanding of stakeholder engagement / multi-agency working environments.	Application Form
	Desirable	
	Understanding of progression pathways, such as education, employability, or apprenticeship routes.	Application Form/Interview
	Experience using databases, MIS, or CRM systems.	Application Form

	Awareness of Scottish education/skills agenda (e.g. Senior Phase, Foundation Apprenticeships)	Application Form/Interview
	Experience producing reports or handling data for monitoring/performance.	Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Educated to HNC level (or equivalent) or minimum 3 years relevant experience.	Application Form
	Experience in an administrative role, delivering effective support and engagement with internal and external stakeholders.	Application Form
	Experience managing processes, or structured workloads requiring accuracy and organisation.	Application Form
	Experience supporting or delivering presentations, events, or engagement activities.	Interview
	Desirable	
	Experience working with young people or in an education/training setting.	Interview
	Experience working in partnership with schools, employers, or public sector organisations.	Interview
	Experience in a coordination role supporting or guiding others.	Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	High level of accuracy and attention to detail in administrative and data management tasks.	Application Form
	Ability to work independently and manage competing priorities effectively.	Interview
	Ability to use initiative and make sound decisions within defined parameters.	Interview
	Ability to respond positively and flexibly to changing priorities.	Interview
	Desirable	
	Experience identifying and contributing to service improvements or process efficiency.	Interview

	Experience in leading, coordinating, or supporting a team with strong attention to accuracy and a proactive approach to delivering priorities.	Application From/Interview
--	--	----------------------------

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	Ability to communicate clearly and professionally with a wide range of stakeholders.	Interview
	Strong interpersonal skills with the ability to work collaboratively to achieve positive outcomes.	Interview
	Ability to deliver engaging and confident presentations.	Interview
	Ability to engage positively with young people and adults.	Interview
	Desirable	
	Experience supporting or working with young people, including those requiring additional support.	Interview
	Experience working in partnership with schools or external agencies.	Interview
	Experience coordinating or supporting team members.	Interview
	Influencing or negotiation experience.	Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Commitment to equality, diversity and inclusion.	Application Form
	Commitment to safeguarding and handling of sensitive information appropriately.	Application Form
	Willingness to travel between schools, college sites, and other locations for meetings and events as required.	Interview
	Full UK driving licence	Application Form
	Flexibility to attend evening/weekends in support of events, recruitment activities, and stakeholder engagement.	Interview

