FOREST SCHOOL

Educational Visits Coordinator and Co-Curriculum Manager

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Essential: These are qualities without which the Applicant could not be appointed ***Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria***		
EXPERIENCE:		
• Experience of leading Educational visits	X	
• Experience of managing a team	X	
• IT literate, particularly MS Office.	X	
• Experience of working within a School		X
• Awareness of safeguarding requirements and good practice within an educational environment		X
PERSONAL ATTRIBUTES		
• Commitment to learning outside of the classroom	X	
• High levels of organisation and attention to detail.	X	
• Excellent people skills, high confidence and an ability to build strong rapport with colleagues in person, via telephone and email correspondence.	X	
• Ability to manage high volume activity at pinch points of the year.	X	
• Detail orientated and methodical.	X	
• Ability to prioritise tasks and meet deadlines.	X	
• Strong written and verbal communication skills.	X	
• Ability to demonstrate tact, diplomacy and sensitivity when necessary.	X	
• Willingness to adopt and promote the culture of the School.	X	
• Willingness to build an in depth understanding of the School, our people and the School's aims and ethos.	X	
• Ability to remain calm and professional whilst under pressure.	X	
• Display a smart and professional appearance representing the School in a positive manner.	X	
• Enthusiastic, with an eagerness to learn and develop skills.	X	
• A sense of humour		X