



Partnership Coordinator - Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications / Education / Training:	NVQ Level 3 or equivalent qualification		
Experience:	<p>Experience of development, management and operation of administrative systems</p> <p>Organising meetings and events</p> <p>Minute taking</p>	Experience of working in state sector education	Application/interview
Knowledge, Skills & Competencies:	<p>Excellent verbal communication skills, including the ability to communicate effectively with partnership staff at all levels</p> <p>Ability to interpret, synthesise and document information and data</p> <p>Excellent written communication skills enabling production of documentation to a high standard, ensuring attention to detail</p> <p>Good standard of numeracy skills</p> <p>Very good ICT skills and effective in the use of ICT</p> <p>Proven track record of working independently and/or as part of a team.</p>	<p>Experience of achieving 'Best Value'</p> <p>Experience of working on own initiative; for example, by sourcing external support and resources</p>	<p>Application/interview</p> <p>Application/interview</p> <p>Interview</p> <p>Interview</p>

'Working together; leading learning; broadening horizons.'

Personal Attributes:	<p>Ability to plan and organise own workload in a proactive manner and with minimal supervision</p> <p>Work constructively as part of a team and independently</p> <p>Ability to reflect, self-evaluate and make recommendations</p> <p>Show attention to detail</p> <p>A positive can-do attitude</p>	<p>Creative thinker</p> <p>Problem solver</p> <p>Highly organised</p>	<p>Application/interview</p>
Other:	<p>Be able to work flexibly including some breakfast meetings</p> <p>Flexibility to work at a range of school sites and from home</p>		<p>Application/interview</p>

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