PERSON SPECIFICATION

Study Supervisor and Administrative Support Officer

The criteria in the Person Specification under Qualifications/Attainments and Experience/Knowledge constitute the shortlisting criteria. The remaining criteria under Skills and Abilities and Personal Qualities will be assessed at interview.

Shortlisting Statement

The Board of Governors reserves the right to enhance the criteria for shortlisting purposes should this be necessary to facilitate the selection process. Evidence may be drawn from the application form and any other part of the selection process.

	Essential Criteria	**Desirable Criteria**
	Applicants **must** at the closing date for applications:	Preference may be given to those candidates who at the closing date for applications:
Qualifications/ Attainments	- Minimum of 5 GCSEs (or equivalent), including English Language and Mathematics at Grade C/Level 4 or above.	- Recognised qualification in Business Administration or related field. - Health and Safety qualification (e.g. IOSH Working Safely).
Experience and Knowledge	- Experience supervising young people in a structured environment. - Experience undertaking administrative duties within an office environment. - Experience maintaining accurate records and filing systems. - Experience using Microsoft Office applications, particularly Word, Excel and Outlook.	- Experience working within a school or educational setting. - Experience of facilities, maintenance or premises administration. - Experience supporting compliance, audit or governance processes. - Experience using SIMS or other Management Information Systems.
Skills and Abilities	- Excellent organisational skills. - Ability to supervise groups of students effectively. - Strong verbal and written communication skills. - Ability to maintain accurate and detailed records. - Good numerical and data handling skills.	- Advanced Excel skills. - Experience producing management information reports. - Experience analysing compliance or operational data.

	- Strong ICT skills with proficiency in Microsoft Office applications. - Ability to prioritise workload and meet deadlines. - Ability to work independently and as part of a team. - Ability to exercise discretion and maintain confidentiality. - Ability to analyse information and identify issues requiring escalation.	
Personal Qualities	- Professional and approachable manner. - High standards of accuracy and attention to detail. - Reliable and dependable. - Flexible and adaptable approach to work. - Commitment to safeguarding and promoting the welfare of children and young people. - Ability to build positive working relationships. - Willingness to undertake training and professional development.	

TO ALL APPLICANTS

The Board of Governors seeks to appoint an enthusiastic and committed individual who is willing and able to contribute to the ethos and enrich the experience of pupils through their involvement in the wider life of the school.

The Selection Panel reserves the right to enhance the stated criteria in order to facilitate a manageable shortlist. Applications from suitably qualified candidates may be retained for consideration should similar vacancies arise within the following twelve months. Canvassing, either directly or indirectly, will disqualify candidates.

All criteria should be addressed within the application form and may be further assessed through presentation, interview and any other selection methods deemed appropriate.

Thornhill College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all appropriate pre-employment checks, including an enhanced AccessNI check.

Thornhill College is an Equal Opportunities Employer.

November 2026