####

#### **Person Specification**

#### **Wellbeing Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| * Level 4 qualification in relevant discipline (HNC or equivalent)
 | **\*** |  |
| * Relevant experience
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent)
 | **\*** |  |
| * IT literate to level 3
 | **\*** |  |
| * Experience of working in a student facing role
 | \* |  |
| * Mental Health First Aid qualification
 |  | **\*** |
| * First Aid certificate
 |  | **\*** |
| * Fire Marshall qualification
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekend
 | **\***  |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent literacy/numeracy/ note taking skills
 | **\*** |  |
| * Excellent organisational skills
 |  |  |
| * Able to prioritise workload
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Able to exercise sound judgement
 | **\*** |  |
| * Good problem solving skills
 | **\*** |  |
| * Able to work to deadlines
 | **\*** |  |
| * Able to work in different learning environments/ in a variety of settings, including remote working.
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – oral and written
 | **\*** |  |
| * Able to motivate others
 | **\*** |  |
| * Able to foster good working relationships with staff and learners
 |  |  |
| * Empathetic to learners needs and circumstances
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Health and Safety
 |  |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Diplomatic
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Empathetic
 | **\*** |  |
| * Shows initiative
 | **\*** |  |