

## Person Specification

**JOB TITLE:** Alternative Provision  
Coordinator

**DEPARTMENT:** Welfare/Attendance

**DATE:** September 2026

**COMPLETED BY:** Senior Assistant Principal

| ATTRIBUTES                    | ESSENTIAL CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DESIRABLE CRITERIA                                                                                                                                                                               |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>Strong IT knowledge including Microsoft Office (Outlook, Word, Excel and Teams).</li> <li>Knowledge and understanding of safeguarding.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Knowledge of/experience using a School Information Management System.</li> <li>Knowledge of alternative provision programmes/settings.</li> </ul>         |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>High level administrative and organisational skills with the ability to prioritise.</li> <li>Excellent written and oral communication skills.</li> <li>Ability to communicate effectively with young people, staff and other stakeholders.</li> <li>Strong interpersonal skills.</li> <li>Ability to accurately input data in a timely manner.</li> <li>Ability to work with limited supervision and to use own initiative.</li> <li>Ability to produce written documentation e.g. letters, emails and data/reports.</li> <li>Attention to detail and accuracy.</li> <li>Strong organisational and time management skills.</li> <li>Ability to be flexible in line with role requirements.</li> </ul> |                                                                                                                                                                                                  |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>Experience of working in a busy office environment.</li> <li>Experience of working as part of a team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Experience of working within a secondary school or alternative provision setting.</li> <li>Experience of using Management Information Systems.</li> </ul> |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>GCSE Grade C/4 or equivalent in English and Maths.</li> <li>Willingness to participate in CPD for further training.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Business Administration Qualification.</li> </ul>                                                                                                         |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>Positive and supportive approach.</li> <li>Motivated and enthusiastic.</li> <li>Positive attitude.</li> <li>Ability to work under pressure.</li> <li>Prepared to work flexibly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                  |
| <b>EQUALITY</b>               | Candidates must demonstrate understanding, acceptance and commitment of/to the underlying equal opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |