



Quarrydale Academy

Person Specification – DANCOP Officer – HAY Band A, scp point 24

	Essential	Desirable
Qualifications:		
A first degree	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT qualifications to level 2		✓
A relevant IAG qualification		✓
Experience		
Recent experience of developing and delivering activities and resources to support the progression of young people in education	✓	
Recent experience of event management, particularly in the context of activities for young people	✓	
Recent experience of working with school or college staff to achieve shared goals	✓	
Recent experience of working collaboratively with a range of stakeholders including external partners	✓	
Recent experience of evaluating activities and appropriately revising work practices	✓	
Proven experience of project management	✓	
Experience of working in schools or colleges across Derbyshire and Nottinghamshire		✓
Experience of working with third party providers of educational enrichment programmes		✓

	Essential	Desirable
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Knowledge and understanding of higher education; in particular widening participation policy, practice and funding issues	✓	
Up-to-date knowledge of the education sector, especially pre-and post-16 secondary education	✓	
Excellent interpersonal and communications skills and an ability to deal with a wide range of stakeholders and people at all levels of an organisation	✓	
Excellent written and report writing skills	✓	
Ability to work to tight and exact deadlines and to manage own workload	✓	
Ability to work well in a team environment as well as independently	✓	
Proficiency in standard MS Office packages, including using databases	✓	
Knowledge of safeguarding policy and processes in relation to arranging activities for young people	✓	
An ability to work creatively and to interact positively with young people	✓	
An ability to raise aspirations and the ability to motivate and encourage students through the educational journey to support them with their career and educational choices	✓	
Business Requirements		
A preparedness to work evenings and weekends when required (This would be infrequent but UCAS and University visits may occasionally be required at these times).	✓	
The successful candidate will be required to complete an enhanced DBS (Disclosure and Barring Service) check	✓	
Qualities/Approach linked to Academy values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others' Health and Safety at work	✓	
Ability to get on with and respect people of all ages	✓	
Well organised	✓	
Ability to articulate clearly and objectively	✓	