

**Thurston Partnership Coordinator  
Person Specification**

PERSON PROFILE	ESSENTIAL	DESIRABLE
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional qualification or equivalent depth and breadth of knowledge across a specialist area at graduate level or above</li> </ul>	
<b>Specialist Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• A clear understanding of how the Partnership schools can improve outcomes for children, including raising the attainment of children at all levels</li> <li>• A clear understanding of the current national education context and agenda</li> <li>• The ability to work collaboratively with all Partnership schools, partner organisations and stakeholders</li> <li>• The ability to manage projects with potential for significant impact on a broad range of people, including negotiating the involvement of a range of contributors</li> <li>• The ability to research, analyse and interpret detailed information, develop projects and provide creative solutions to complex problems</li> <li>• Good ICT skills and knowledge of software packages, including new and developing technologies</li> <li>• An ability to analyse both quantitative and qualitative data and to identify the implications of this data for improving practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of funding sources and experience of bid writing</li> </ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"> <li>• High level interpersonal and communication skills</li> <li>• Ability to work collaboratively and to influence others</li> <li>• Excellent presentation and facilitation skills</li> <li>• Leadership and group management skills</li> <li>• The ability to produce concise and effective reports and guidance</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Proven ability at a senior management / leadership level within school, local authority or similar organisation</li> <li>• Proven ability to manage complex projects</li> <li>• Proven track record in undertaking innovative projects leading to positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing budgets</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to self-motivate and work under own initiative</li> <li>• Organisational and time management skills</li> <li>• Ability to work effectively across all phases of schooling</li> <li>• A positive approach with a sense of purpose</li> <li>• A commitment to securing positive outcomes for all children and young people</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Flexible in approach in order to meet the demands of the post</li> <li>• Attention to detail</li> <li>• Willingness to get involved in a wide range of tasks and projects, some of which may involve developing knowledge, experience and skills outside the post holder's current experience</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to ongoing continuing professional development to update professional skills and knowledge</li> </ul>