



Person Specification

Job Title: Hub Coordinator

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Level 3 relevant qualification, or equivalent in Education/Childcare		✓
Experience		
Experience of working in a school environment	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Experience of students displaying challenging behaviour		✓
Knowledge of strategies to help and work with students displaying challenging behaviour		✓
Skills		
Ability to effectively communicate with a wide range of audiences	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to use a range of strategies to support students	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓
Understanding of students with SEMH needs		✓
Other		
Satisfactory DBS check	✓	