

Student Engagement (ELS) Administrator

Person Specification

Attributes	Essential	Desirable
Qualifications	HNC/HND Business or Administrative qualification or equivalent	A degree or SCQF Level 9 qualification
Experience	<p>Demonstrable track record in delivering high-quality administrative duties and organisational skills.</p> <p>Ability to maintain accurate records for learning support provision for internal and external audit purposes.</p> <p>Financial processing and recording and maintaining up-to-date, accurate records.</p>	<p>Understanding of the provision for the support for individuals with a diverse range of learning support needs including specific learning difficulties (SpLD), mental health challenges, neurodivergent needs, sensory impairment and physical disability.</p> <p>FE sector experience</p>
Skills/Knowledge	<p>Proficiency in MS Office</p> <p>Ability to work collaboratively with students, staff and associated stakeholders</p>	<p>Knowledge of current legislation relevant to disability, policies and regulations such as the Education (Additional Support for Learning) (Scotland) Act 2009, The Equality Act 2010</p> <p>Awareness of emerging trends and developments in learning support including assistive technology</p>
Other	<p>Commitment to promoting equality and diversity</p> <p>Ability to manage a workload effectively and prioritise tasks</p> <p>Flexibility and adaptability in a dynamic educational environment</p>	<p>Enthusiasm for continuous professional development</p> <p>Strong organisational skills and attention to detail</p> <p>Ability to work independently and as part of a team</p>