

**PERSON SPECIFICATION**  
**INTERNATIONAL STUDENT ASSISTANT**

- Educated to at least level 3; preferably level 4.
- Excellent communication and interpersonal skills including good listening skills
- Warm and friendly disposition with a sympathetic personality
- Assertive and confident to deal with challenging students and situations
- Ability to relate well to young people and responsive to their needs
- Flexibility in your approach to your work, willing to go the extra mile
- Sense of Humour
- Sensitivity, tact and diplomacy
- Enthusiastic and inspirational
- Co-operative with a can-do attitude
- Physically fit
- Understanding of a range of different nationalities, cultures and practices
- Ability to give support where necessary but also to enforce boundaries and expectations
- The ability to deal with emergencies calmly
- The ability to work in a team
- Patience with the ability to remain calm under pressure
- Good organisation, writing and IT skills
- Practical skills for housekeeping
- Have a sound knowledge of first aid or be willing to train for basic first aid skills
- Be discreet and adhere to confidentiality
- Have an understanding of safeguarding and child protection issues and/or be willing to attend training days in relation to current issues at the College.
- Good knowledge of technology and electronic systems.
- High standards of dress and behaviour.
- Driver with access to a car
- Able to drive the minibus would be an advantage

Role may also include some duties within the College depending on the skills of the individual and depending on the number of Full Board students