



Person Specification – Placement Officer

	Essential (E)/ Desirable (D)	How assessed Application (A) Interview (I)
Education, professional training, and qualifications		
Hold an appropriate Early Years related qualification at degree level or above.	E	A
Hold an appropriate teaching/ professional qualifications and/or experience.	D	A
Willingness to engage in further training relevant to the role.	E	I
Experience and specialist knowledge		
Recent demonstrable experience working within the early years field.	E	A/I
Experience supporting student in placements.	D	I
Has relevant subject expertise which will assist with the further enhancement of the quality of taught programmes within Norland.	D	A/I
Knowledge and experience of innovative learning and teaching techniques.	D	I
Skills and abilities		
Excellent written and oral communication skills.	E	I
Computer confident with good IT skills using Microsoft Office.	E	I
High level of attention to detail.	E	I
Excellent interpersonal skills, able to build rapport when meeting new people.	E	I
Highly effective organisational and time management skills.	E	I
Proactive team player.	E	I
Ability to work collaboratively across boundaries in partnership with colleagues.	E	I
Ability to work in and adapt to a fast-paced environment.	E	I
Ability to problem solve and develop solutions.	E	I
Personal qualities		
Ability to manage change positively.	E	I
Discreet and can maintain confidentiality.	E	I
Can act on own initiative within specified boundaries.	E	I
Proactive in pursuit of work to its completion.	E	I
Flexible in approach to work.	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment.	E	I
Demonstrates a commitment to supporting a customer focussed and student-centred learning experience.	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner.	E	I



Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.	E	I
Demonstrable experience of representing the values of an organisation in daily life.	E	I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities.	E	I
Demonstrates a positive attitude, professionalism, passion and energy.	E	I
Demonstrates willingness to immerse into the life and culture of Norland.	E	I
Motivated and committed to continuous improvement for self and colleagues.	E	I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others.	E	I
Unusual post requirements		
Attend registration and placement visits in London across the year.	E	I
Occasional Saturday working to cover Norland open days and other events.	E	I
Must be a car owner and driver with a vehicle that has a current MOT and insurance cover	E	A