**PRIESTHORPE SCHOOL**

**PERSON SPECIFICATION**

**Post Title: Year Manager**

**Salary Grade: Promoted Scale**

Contract Type: As advert

###### Working Hours: As advert

**Responsible to: SLT**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| * To be educated to degree , masters’ level in relevant subject |  | ✓ |
| * Evidence of further study and CPD | ✓ |  |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| * Experience of leading projects/initiatives in a whole school setting | ✓ |  |
| * Successful experience of managing areas and projects | ✓ |  |
| * Experience of working collaboratively with stakeholders at all levels | ✓ |  |
| * Experience relevant to the role | ✓ |  |
|  |  |  |
|  |  |  |
| **Knowledge and Skills** |  |  |
| * Knowledge of the content, structure and processes of role | ✓ |  |
| * To be able to represent the school on or off site and have an understanding of the importance of the school within the community | ✓ |  |
| * To be able to use initiative, and have well developed incisive analytical and problem solving skills | ✓ |  |
| * To be able to monitor and evaluate procedures effectively | ✓ |  |
| * Communicate effectively with students, parents and other colleagues at all levels orally and in writing | ✓ |  |
| * Work under pressure | ✓ |  |
| * Organise and develop effective systems | ✓ |  |
| * Relate to young people | ✓ |  |
| * Take initiative and work independently | ✓ |  |
| * Work to high levels of accuracy | ✓ |  |
| * Prioritise and plan to ensure completion of tasks | ✓ |  |
|  |  |  |
| **Other** |  |  |
| * Be innovative and creative in developing solutions | ✓ |  |
| * A record of reliability and integrity | ✓ |  |
| * Excellent attendance record | ✓ |  |
| * Humour, optimism and ambition | ✓ |  |
| * Willingness to participate in further training and CPD | ✓ |  |
| * Self motivated | ✓ |  |
| * Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines | ✓ |  |
| * To be able to understand and be committed to equal opportunities for all members of the school community | ✓ |  |

**Please note that appointment is subject to an Enhanced DBS Disclosure**