

**HIGHFIELDS SCHOOL**

**YEAR MANAGER**

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Experience of working with children in an educational background |  | ✓ | Application FormLetter of ApplicationReferences |
| Knowledge of child protection issues | ✓ |  | Interview |
| A commitment to safeguarding and promoting the welfare of children | ✓ |  | Application FormLetter of ApplicationReferences |
| Experience of working in a multi-ethnic setting |  | ✓ | Application FormLetter of ApplicationReferences |

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILLS / KNOWLEDGE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Good time management/organisational skills  | ✓ |  | Application FormLetter of ApplicationReferences |
| Literate and Numerate | ✓ |  | Application FormLetter of Application |
| Able to communicate well with others | ✓ |  | Application FormLetter of ApplicationInterview |
| ICT Literate | ✓ |  | Interview |
| Working knowledge of school procedures |  | ✓ | Interview |
| Good listener and empathetic | ✓ |  | Letter of ApplicationInterviewReferences |
| **SKILLS / KNOWLEDGE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Work constructively as part of a team | ✓ |  | InterviewReferences |
| Assertive and Proactive | ✓ |  | Letter of ApplicationInterview |
| Flexible and adaptable approach to people and situations | ✓ |  | Letter of ApplicationInterviewReferences |
| Understand confidentiality | ✓ |  | InterviewReferences |
| **OTHER** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Personal presence and high expectations | ✓ |  | InterviewReferences |
| Committed, dedicated and approachable | ✓ |  | Letter of ApplicationInterviewReferences |
| Career orientated | ✓ |  | InterviewReferencesLetter of Application |
| Sense of humour | ✓ |  | Interview |
| Smart Appearance | ✓ |  | Interview |
| Punctual | ✓ |  | InterviewReferences |