



Sedgefield Community College
Year Manager
Person Specification and Selection Criteria

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Key

E-Essential, D-Desirable, A-Application, I-Interview, R-Reference

Qualifications	Essential/ Desirable	Assessment
5 GCSEs A* - C or equivalent including Maths and English	E	
First Aid qualification or willingness to undertake training	E	
Counselling or child protection training (level 2)	D	
Evidence of further study post 16	D	
Current driving licence	E	
Knowledge / Skills / Abilities		
Experience of working with young people	E	
ICT literate	E	
Experience of working in a school environment in a student facing role. (eg, Teacher, LSA, HLTA)	E	
Experience of administrative work	E	
Experience of using SIMS	E	
Experience of dealing with other related agencies (eg, Social Services, School Nursing Service)	E	
High level organisational skills	E	
Good interpersonal skills	E	
Ability to resolve conflict and deal sensitively with difficult situations	E	
Ability to make decisions	E	
Excellent communication skills and telephone manner	E	
Equal Opportunities		
Commitment to equal opportunities	E	
Ability to promote and support the school's Equal Opportunities Policy	E	
Disposition/personal qualities		
Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour	E	
An ability to build supportive working relationships with colleagues, supporting team work and collaborative working	E	
Calm, controlled manner in difficult situations	E	
Enthusiasm	E	
Ability to liaise effectively at all levels on a wide range of matters	E	
Smart appearance	E	
Clear understanding of and respect for confidentiality	E	
Positive attitude to personal development and training	E	
Ability to work in a team and alone	E	

Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and Barring Service check.

Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.