



Person Specification

Job Title: Study Centre Manager

Grade: Hays Grade: 10

ATTRIBUTES	REQUIREMENT	
	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Good standard of general education up to 'A' level standard or equivalent 	<ul style="list-style-type: none"> Educated to degree level or equivalent HLTA qualification or similar
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> A sound understanding of Key Stage 3 and 4 study skills Knowledge of the current education framework Understanding of Key stage 3 and 4 curriculum Knowledge of how students learn Budget management A detailed knowledge of how to promote and foster literacy and reading 	<ul style="list-style-type: none"> Experience of using SIMS or other related software Experience using strategies to overcome barriers to students' learning A knowledge of post 16 pathways in education
SKILLS	<ul style="list-style-type: none"> Ability to relate well to young people and build positive working relationships with them Ability to teach study skills to individuals and groups Ability to work accurately, with meticulous attention to detail Ability to establish and maintain effective clerical and administrative systems Ability to use initiative Proven organisational skills Excellent interpersonal skills Competent IT skills – MS Office Suite Self-motivated Ability to work independently and take decisions when appropriate Ability to prioritise workload Forward thinking with clear vision 	<ul style="list-style-type: none"> Experience supporting and mentoring KS3 and KS4 students Experience analysing student achievement data and highlighting underperformance Experience teaching study skills to students aged 11-16
ATTITUDE AND TEMPERAMENT	<ul style="list-style-type: none"> Adaptability Reliability Dedication Commitment 	



Manor High School

Excellence - Inspiration - Care - Respect

Headteacher: Mr L D Powell
Deputy Headteachers: Mr S Greiff, Mrs V Mehta
Assistant Headteacher: Mr A Watson
Business Manager: Mrs C Payne

	<ul style="list-style-type: none">• Integrity & discretion• Resilience• Sense of humour• Contagious enthusiasm	
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