

Person Specification – Year Manager

Essential Skills	Skills • To be able to organise activities in an efficient and effective manner • To be able to communicate effectively in a variety of different mediums • To be able to interact effectively at all levels within the school • To be able to contribute effectively within a team • To be able to manage own workload to meet conflicting demands and tight deadlines • To be able to manage the day to day running of a team • To be able to manage the workload of a team • To be able to produce information in a clear, accurate and concise format • To be able to respond flexibly to new ideas • To be able to use ICT equipment Knowledge & Understanding • A knowledge and understanding of Equal Opportunities and its influences in the workplace • An understanding of the need for confidentiality • An understanding of the importance of Health Safety • An understanding of children and their needs • A knowledge and understanding of schools • A knowledge and understanding of numeracy and literacy covered in the curriculum • To abide by the schools No Smoking Policy • To undertake any other duties commensurate to the grade as directed by your Line Managers • To undertake some duties out of hours as necessary • To undertake duties off the school premises as directed by your Line Manager • Management of own professional development.
Desirable Skills	• An awareness of the Data Protection Act • A knowledge and understanding of basic hygiene • An understanding of team dynamics