



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Person Specification

Impact Centre Manager
Grade D Point 22 £29,439 pro rata
37 hours per week, 39 weeks per year



Leading Parent
Partnership Award

2017-2020



Artsmark
Platinum Award
Awarded by Arts
Council England

Person Specification—Impact Centre Manager

Attributes	Criteria	E/D	MOA
Educational Qualifications	GCSE grade C or equivalent in Maths & English NVQ level 3 or equivalent relevant qualification or experience Degree in Psychology	E E E	A/C A/C A/C
Skills & Abilities	Excellent communication skills with the ability to work effectively with and relate to school colleagues, students, carers and external agencies on an individual and group basis. Good written and organisational skills. Ability to work with calmness and empathy when under pressure. An ability to work within set timescales and under pressure. An ability to think strategically within the scope of the role.	E E E E E E	A/I A/I A/I A/I A/I A/I
Experience	Experience of working in an educational environment or relevant experience. Recent experience of a school environment. Experience of leading pastoral support programmes.	E D D	A/I/R A/I/R A/I/R
Knowledge	A working knowledge of Microsoft Office (specifically Excel and Word). Knowledge of SIMS. Knowledge of relevant Local Authority policies, procedures and good practice, specifically pertaining to Child Protection and Safeguarding matters. CAF training.	D D D D	A/I A/I A/I
Competencies	Work to deadlines. Problem solver. Show initiative. Work individually and as a team member. Work under pressure.	E E E E E	A/I/R A/I/R A/I/R A/I/R A/I/R
Other requirements	Willingness to undertake relevant training when requested by your line Manager or the Principal. Supportive of the Catholic ethos of the school. This post is subject to an enhanced Disclosure & Barring Service check. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity. To undertake training for a First Aid Certification.	E E E E E	I I I I

E = Essential D = Desirable A = Application C = Certificate I = Interview R = Reference



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For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.