

**HIGHFIELDS SCHOOL**

**YEAR MANAGER**

PERSON SPECIFICATION

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

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