

PERSON SPECIFICATION

Post: Student Support Manager

	Criteria	Assessment Basis
Qualifications:	<p><u>Essential</u></p> <p>Level 3 qualifications</p> <p><u>Desirable</u></p> <p>A degree or post graduate qualification</p> <p>Safeguarding training / qualifications</p>	Application
Professional Experience & Understanding:	<p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> School attendance and the DfE guidance and laws relating to attendance. <p>Experience:</p> <ul style="list-style-type: none"> Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work Experience of managing child protection cases and investigations Extensive experience of working effectively with the parents /carers of children / young people Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency / Police Experience of working in a multi-agency environment A basic knowledge of the work of a school 	Application and Interview

Business Manager

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	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical duties • Experience of, or willingness to learn, a range of computer applications • Knowledge of school attendance systems and processes • Ability to summarise clearly and concisely and articulate concepts and proposals • Ability to produce concise and complex reports • Management Information Systems e.g. SIMS 	
Professional Abilities:	<p><u>All Essential</u></p> <p>Ability to think strategically Ability to manage teams Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to communicate complex ideas simply to a wide range of audiences Ability to manage effectively Ability to plan effectively Ability to evaluate Ability to provide comprehensive reports Ability to manage time effectively and meet deadlines Ability to work effectively with stakeholders and within a corporate environment</p>	Application, Interview and Reference
Personal Qualities:	<p><u>All Essential</u></p> <p>Honesty and Integrity Discretion Clear view of what high standards and performance look like</p>	Interview and Reference

Business Manager

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	Flexibility Resilience Embracing of accountability Commitment to making a difference	

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.