

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

| Learning Manager - Person Specification | | | | |
|--|--|-----------|-----------|---------------|
| ATTRIBUTES | DETAILS | ESSENTIAL | DESIRABLE | HOW EVIDENCED |
| QUALIFICATIONS | • A good level of literacy and numeracy | ✓ | | A |
| | • Further/higher education or professional qualification | ✓ | | A |
| | • Evidence of further training /personal career development | | ✓ | A |
| | • First Aid qualification | | ✓ | A |
| EXPERIENCE | • Recent experience of managing people | ✓ | | A |
| | • Ability to present a variety of information to different audiences | ✓ | | A / R / I |
| | • Evidence of working with students of secondary age | ✓ | | A / R / I |
| PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITY | • Ability to relate to teachers, other professionals, parents and students | ✓ | | A / R / I |
| | • Ability to work as a member of a team and on own initiative | ✓ | | A / R / I |
| | • Computer literate | ✓ | | A / R / I |
| | • Good communication skills, both written and verbal | ✓ | | A / R / I |
| | • Good listening skills | ✓ | | A / R / I |
| | • Ability to use and interpret data | | ✓ | A / R / I |
| | • Knowledge of child protection/welfare issues | | ✓ | A / R / I |
| | • ECDL qualification | | ✓ | A / R / I |
| | • Understanding of issues affecting young people | | ✓ | A / R / I |
| PERSONAL QUALITIES/VALUES | • Willingness to undertake training as required | ✓ | | A / R / I |
| | • Excellent attendance and punctuality | ✓ | | A / R / I |
| | • Willingness to work flexibly and creatively | ✓ | | A / R / I |

Key: A = Application

R = Reference

I = Interview