



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Person Specification – Deputy Head of Boarding

The Deputy Head of Boarding is an outward facing post and candidates should be confident and knowledgeable representatives of the School.

Criteria	Qualities	Essential	Desirable
Qualifications	Educated to degree level		√
	Current first aid qualification (or willingness to gain certificate on taking up appointment)	√	
	Hold a Boarding School Association qualification (or be willing to obtain one)		√
	A full, clean driving license and ability to drive a minibus	√	
Skills, knowledge and experience	Previous experience of working within a boarding school admission department		√
	Experience in marketing, managing social media accounts and using mailshot systems		√
	Excellent communication, IT, organisational and management skills	√	
	Ability to seek areas for improvement	√	
	Strong Microsoft Office and database management skills	√	
	Excellent customer service skills	√	
	Ability to relate effectively to a diverse range of students	√	
	Ability to travel internationally to attend student recruitment fairs	√	
	Flexibility to adjust to change and development	√	
	Sound understanding of the National Minimum boarding standards and ability to monitor and review any changes	√	
	Ability to work under pressure and meet deadlines	√	
Personal qualities	A commitment to developing your own skills, knowledge and understanding of the boarding sector, including a desire to engage in ongoing professional development	√	
	An understanding of the importance of promoting and safeguarding the welfare of students	√	
	A breadth of interest beyond the school curriculum that can be shared with students and staff	√	
	A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	√	
	A commitment to ensuring equal opportunities for all stakeholders	√	
	Emotional resilience	√	
	Self-motivated with exceptional planning and organisational skills	√	
	Willingness to participate enthusiastically in all aspects of the school's educational and boarding life	√	
	An approachable, personable and confident manner	√	
	A high level of personal and professional integrity, discretion and confidentiality	√	
	A sense of humour, flexibility and proportion to approach the post in a well-balanced way	√	

The criteria will be assessed using a combination of the letter of application, qualification certificates, interview process and references. Candidates will be expected to complete a number of technical tasks at interview in order to assess their competence.