



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 | | |
| | Safeguarding experience | | √ |
| | 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.