

## Person Specification – Year Manager

<p><b>Essential Skills</b></p>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• To be able to organise activities in an efficient and effective manner</li> <li>• To be able to communicate effectively in a variety of different mediums</li> <li>• To be able to interact effectively at all levels within the school</li> <li>• To be able to contribute effectively within a team</li> <li>• To be able to manage own workload to meet conflicting demands and tight deadlines</li> <li>• To be able to manage the day to day running of a team</li> <li>• To be able to manage the workload of a team</li> <li>• To be able to produce information in a clear, accurate and concise format</li> <li>• To be able to respond flexibly to new ideas</li> <li>• To be able to use ICT equipment</li> </ul> <p><b>Knowledge &amp; Understanding</b></p> <ul style="list-style-type: none"> <li>• A knowledge and understanding of Equal Opportunities and its influences in the workplace</li> <li>• An understanding of the need for confidentiality</li> <li>• An understanding of the importance of Health Safety</li> <li>• An understanding of children and their needs</li> <li>• A knowledge and understanding of schools</li> <li>• A knowledge and understanding of numeracy and literacy covered in the curriculum</li> <li>• To abide by the schools No Smoking Policy</li> <li>• To undertake any other duties commensurate to the grade as directed by your Line Managers</li> <li>• To undertake some duties out of hours as necessary</li> <li>• To undertake duties off the school premises as directed by your Line Manager</li> <li>• Management of own professional development.</li> </ul>
<p><b>Desirable Skills</b></p>	<ul style="list-style-type: none"> <li>• An awareness of the Data Protection Act</li> <li>• A knowledge and understanding of basic hygiene</li> <li>• An understanding of team dynamics</li> </ul>