**Person Specification: Manager of Inclusion, Safeguarding and Attendance**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  GCSE English & Maths or equivalent  Further relevant professional qualifications |  | Application Form  Interview  References  Proof of Qualifications |
| **Experience:**  Previous experience of working in a school  Previous experience in a Pastoral/Education Social Worker role  Previous leadership experience e.g. leading a team |  | Application form  Interview  References |
| **Skills and ability:**  Good IT skills in Microsoft Word / Excel, and email  Ability to maintain thorough and accurate records  Ability to prioritise work and multi-task |  | Interview  Application Form  References |
| **Disposition/Attitude:**  Alignment to the values and ethos of United Learning.  Good interpersonal skills and an ability to communicate effectively with students, staff and parents  Good organisation and time-management skills  Ability to work professionally and with confidentiality where required  Strong role model to students  Team player  High expectations of students  Completer finisher  Proactive and committed  Good decision making skills  Attention to detail  Caring and morally grounded |  | Interview  References |
| **Commitment and other requirements:**  Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)  Excellent attendance record. |  | Application form  Interview  References |