

### PERSON SPECIFICATION- Year Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> 5 GCSEs A* - C or equivalent including Maths and English	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> First Aid qualification or willingness to undertake training	E	
<input type="checkbox"/> Certificate of Higher Education/Higher National Certificate or other relevant level 4 qualification	D	
<input type="checkbox"/> Counselling or child protection training (level 2)	D	
<input type="checkbox"/> Mental Health first aid training	D	
<input type="checkbox"/> Evidence of further study post 16	D	
<input type="checkbox"/> Current driving licence or access to a means of mobility support	E	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of working with young people	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of working in a school environment in a student facing role. (eg, Teacher, LSA, HLTA)	D	
<input type="checkbox"/> Experience of administrative work	D	
<input type="checkbox"/> Experience of using SIMS	D	
<input type="checkbox"/> Experience of using CPOMS	D	
<input type="checkbox"/> Experience of dealing with other related agencies (eg, Social Services, School Nursing Service)	D	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Leadership and people management skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	E	
<input type="checkbox"/> ICT literate	E	
<input type="checkbox"/> High level organisational skills	E	
<input type="checkbox"/> Ability to resolve conflict and deal sensitively with difficult situations	E	
<input type="checkbox"/> Ability to make evidence-based decisions.	E	

<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Standards driven	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour	E	
<input type="checkbox"/> An ability to build supportive working relationships with colleagues, supporting team work and collaborative working	E	
<input type="checkbox"/> Ability to liaise effectively at all levels on a wide range of matters	E	
<input type="checkbox"/> Clear understanding of and respect for confidentiality	E	
<input type="checkbox"/> Positive attitude to personal development and training	E	
<input type="checkbox"/> Ability to work in a team and alone	E	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	