



THE KING'S SCHOOL

Person Specification

ATTENDANCE, BEHAVIOUR AND WELFARE MANAGER			
CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Education/training/qualifications	<ul style="list-style-type: none"> • English at GCSE grade C/4 or equivalent. • Maths at GCSE grade C/4 or equivalent. • A commitment to professional development. 	<ul style="list-style-type: none"> • Valid First Aid qualification. • Basic ICT qualification or experience. • SIMS (School Information Management System) training. • Attended courses in issues relevant to young people. • Knowledge of Rights for Children and Early Help. 	Application
Experience	<ul style="list-style-type: none"> • Worked in a people-centred environment and as part of a team. 	<ul style="list-style-type: none"> • Worked in a school setting. • Worked with young people. 	Application and references
Knowledge	<ul style="list-style-type: none"> • An understanding of young people. 	<ul style="list-style-type: none"> • An understanding of child protection regulations. • Knowledge of how to support young people overcome barriers to education. 	Application, interview and references
Skills	<ul style="list-style-type: none"> • Well organised. • Good communication skills in a variety of situations. • Calm under pressure. • Approachable. • Ability to work as part of a team but also work on own initiative. • Adaptable and flexible approach to the job roles and responsibilities. 		Application, interview and references