

# Person Specification

## School Resources Manager



Factor	Essential	Desirable	Assessment*
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English</li> </ul>	Additional qualification in. <ul style="list-style-type: none"> <li>CLAIT or relevant qualification</li> <li>NVQ2 in relevant business/administration qualification</li> </ul>	A, D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of office management, ideally within a school setting</li> <li>Experience managing a team and supporting performance development</li> <li>Excellent organisational and communication skills</li> <li>Proficiency in school MIS systems (e.g. Bromcom) and Microsoft Office</li> <li>Ability to work flexibly across two sites and manage competing priorities</li> <li>Understanding of safeguarding and confidentiality in an educational context</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with pupils with learning difficulties in an educational setting.</li> <li>Experience of working with pupils who can display behaviour that challenges.</li> <li>Experience supporting site or facilities operations</li> <li>Understanding of school finance and HR systems</li> </ul>	A, I, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>A basic knowledge of signs of child abuse.</li> <li>Good communication skills, both verbal and written.</li> <li>Good organisation skills.</li> <li>Competent ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Child Protection procedures.</li> <li>Knowledge of pupil behaviour management strategies.</li> <li>Knowledge of basic first aid.</li> <li>First aid trained or willingness to train</li> <li>Knowledge of databases</li> <li>Process management knowledge</li> <li>Financial administration knowledge</li> </ul>	A, I, R
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>To complete a Disclosure &amp; Barring Service Disclosure.</li> <li>Ability to engage effectively with young people.</li> <li>Ability/desire to work collaboratively to effect school improvement.</li> <li>Commitment to enhancing teaching and learning.</li> <li>Enthusiasm.</li> <li>Flexibility and adaptability.</li> <li>Ability to work calmly under pressure.</li> <li>Ability to work as part of a team.</li> <li>Willingness to take a full part in the life of the school.</li> <li>Be hardworking and reliable.</li> <li>Be a good timekeeper.</li> <li>Candidates should indicate a commitment to equal rights regardless of age, gender, orientation, ethnicity or religion.</li> </ul>	<ul style="list-style-type: none"> <li>Be motivational and have high aspirations for oneself and for our pupils.</li> <li>Hold a full driving licence.</li> <li>Ability/willingness to drive a minibus.</li> </ul>	A, I, R

\*Assessment Method – details how the criteria will be assessed

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence