

Person Specification

Student Welfare Manager

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> GCSE English and Maths or equivalent qualification. 	<ul style="list-style-type: none"> Level 3 Qualification Up to date First Aid Training Safeguarding Training
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Experience of working effectively as part of a team Can evidence strong communication and interpersonal skills in a professional context with young people, parents and colleagues Experience of working in an environment where high level literacy and numeracy skills have been demonstrated Experience of working with young people 	<ul style="list-style-type: none"> Able to bring experiences to the school which enrich and enhance the learning community Previous experience of working in an educational environment Experience of using SIMS/Class Charts
Skills & Abilities	<ul style="list-style-type: none"> Ability to stay calm under pressure and meet deadlines Ability to be self-directed High level organisational skills Confidence to work with a wide range of people Flexibility in undertaking tasks 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> Ability to communicate effectively and concisely Ability to build effective working relationships with students and colleagues High standards and expectations of self and others 	
Commitment To	<ul style="list-style-type: none"> Developing others to achieve success Raising standards of student performance Community liaison including parental and business involvement Commitment to diversity and equality of opportunity in all working practices 	

Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability).	
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****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***