

Person Specification

Student Welfare Manager

	Essential	Desirable
Qualifications, Knowledge and Skills	GCSE English and Maths or equivalent qualification.	- Level 3 Qualification - Up to date First Aid Training - Safeguarding Training
Experience, Knowledge & Understanding	- 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	- 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	- 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	- 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	- 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	• 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.***