

Person Specification – Wellbeing Centre Manager

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C or equivalent in Maths and English • ICT Skills • Supervisory experience • Report writing skills 	<ul style="list-style-type: none"> • Experience of providing guidance and support to students on a one-to-one basis • Experience of supporting people with mental health issues, including appropriate management of students in crisis • Experience of providing educational support to students with special education needs and disabilities (SEND). 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge/Skills:		
<ul style="list-style-type: none"> • Experience in using Google Documents • Good typing skills • Excellent interpersonal skills • Good verbal and written communication skills • Ability to undertake work of a confidential nature with discretion 	<ul style="list-style-type: none"> • Experience of Arbor 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Personal Qualities:		
<ul style="list-style-type: none"> • Good timekeeping • Sets high standards and expectations for self • Flexibility attitude to work including; <ul style="list-style-type: none"> - working hours - demands and changes in the role - willingness to be involved in the school 		Letter of application References Interviews

<ul style="list-style-type: none"> • Smart professional appearance • Total honesty, integrity, and reliability • Energy, enthusiasm, adaptability and a good sense of humour 		
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