

Person Specification – Year Manager



Minimum Essential Requirements	Method of Assessment
1. Education and Qualifications a) GCSE or equivalent including Mathematics and English at Grade C or above b) GCE Advanced level or equivalent qualification	Application form
2. Relevant Experience a) Evidence of recent experience of working with people b) Ability to present information to a variety of audiences c) Experience of working in an educational setting	Application form Supporting statement Interview Presentation
3. Specialist Knowledge a) Ability or potential to use and interpret data b) Ability to find solutions to complex problems c) An understanding of basic safeguarding in schools	
4. Interpersonal Skills a) Ability to relate to teachers, other professionals, parents and pupils b) Ability to work as a member of a team and work on their own initiative c) Ability to lead challenging conversations	
5. Other a) Ability to relate to and promote the ethos of the school b) Willingness to undertake training as required c) Excellent attendance and punctuality	