



PERSON SPECIFICATION

STUDENT MANAGER

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Excellent punctuality, attendance and health record.
- Educated to GCSE level or equivalent in Maths and English
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels.
- Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably SIMs), e-mail and Internet.
- Excellent written and oral communication skills.
- Ability to prioritise own workload.
- A keen and flexible attitude to work.
- Experience of working in a busy environment, meeting deadlines and working under pressure whilst remaining calm.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work well as part of a team.
- Experience or understanding of how school's operate and the pressures they face.