



PERSON SPECIFICATION

House Manager

Category	Essential	Desirable
Qualifications		
GCSE, or equivalent, English & Maths at Grade C or above	*	
Recognised Counselling qualification		*
First Aid Certificate		*
(not essential as training can be given)		
Experience		
Previous experience of working in schools	*	
Experience of working with Arbor or a similar data management system		*
Safeguarding in schools trained		*
Skills		
Excellent administrative and organisational skills	*	
The ability to communicate effectively with students, staff, parents and other related professionals both orally and in writing	*	
Attention to detail and accuracy	*	
Ability to work with different agencies to improve student outcomes	*	
Ability to work constructively as part of a team understanding roles and responsibilities, including own	*	
Ability to absorb a wide range of information	*	
Ability to build and form good relationships with young people, colleagues and other professionals	*	

Be able to maintain confidentiality, acting in a professional manner at all times	*	
Commitment to the highest standards of child protection	*	
Minibus driver		*
Qualities		
Ability to be an active and full member of a team	*	
Reliable, effective punctual team member whose attendance is regular	*	
Excellent communication skills	*	
Readiness to show sensitivity and flexibility to suit the circumstances	*	
A positive and optimistic attitude	*	
Readiness to show sensitivity and flexibility to suit the circumstances	*	
Resilience and stamina when faced with complex and demanding situations	*	
Have a clear view of appropriate personal work/life balance	*	
Accustomed to using own initiative and the ability to work independently or liaise effectively with professional colleagues from a range of support services	*	

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.