



## PERSON SPECIFICATION

### House Manager

Category	Essential	Desirable
<b>QUALIFICATIONS</b>		
GCSE or equivalent in English and Maths at Grade C or above	*	
Recognised counselling qualification		*
First Aid certificate (not essential as training will be given)		*
<b>EXPERIENCE</b>		
Previous experience of working in schools	*	
Experience of working with Arbor or similar data management system		*
Safeguarding in schools trained		*
<b>SKILLS</b>		
Excellent administrative and organisation skills	*	
The ability to communicate effectively with students, staff, parents and other related professionals both orally and in writing	*	
Attention to details 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		*
<b>QUALITIES &amp; APTITUDE</b>		
Working knowledge of Data Protection and GDPR	*	
Knowledge of and ability to utilise ICT to access and retrieve information. Particularly Microsoft Word and Excel	*	
Suitable to work with children	*	
Excellent communication skills, both oral and written	*	
Outstanding emotional intelligence	*	
Ability to learn from students, parent and other stakeholders	*	
Readiness to show sensitivity and flexibility to suit the circumstances	*	
Resilience and stamina when faced with complex and demanding situations	*	

**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**

**Together we are... Courageous, Innovative, Excellent**