

Person Specification – Year Manager



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