



## Person Specification

### STUDENT WELFARE MANAGER

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>LEGAL REQUIREMENTS</b>	Enhanced DBS check including children barred list  Unreserved endorsement of your suitability to work with children	
<b>QUALIFICATIONS</b> Principally assessed through letter and application form	Secondary Education level 2 "First Aid at Work" certificate.	Educational Visits H&S
<b>KNOWLEDGE, SKILLS and EXPERIENCE</b> Principally assessed through letter, application form and interview process	Excellent organizational skills together with the ability to meet deadlines	Experience of first aid  Confident ICT skills, ability to use Microsoft Office packages, with the ability to adapt readily to new software  Proven experience in a role which includes some of the skills outlined in this specification
<b>COMMUNICATIONS</b> Principally assessed through letter and interview process	Have excellent written and verbal communication skills	
<b>PERSONAL ATTRIBUTES</b> Principally assessed through references, letter and interview process	To be committed to safeguarding and promoting the welfare of children and young people  Interpersonal skills that equip the appointee to relate effectively to members of staff, students and parents  Ability to work under pressure, accurately and meet deadlines  Ability to manage a range of priorities and prioritise responses  Flexibility and willingness to be involved in the school  Committed to a willingness to continue to learn through professional development  Helpful telephone manner  Be an effective role model through presentation and personal conduct  Enthusiasm, energy, vigour, reliability and integrity	