



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	*	
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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.