

# Person Specification



**Post:** Reset Room Manager

**Salary Scale:** Cumbria County Council Grade 9 Scale Point 23-24

Criteria	Essential	Desirable
<b>Qualifications / Training / Competencies</b>		
Good academic standard of general education to GCSE / A Level / NVQ L3 or equivalent [including equivalent proven work experience at these levels]	✓	
A – C GCSE's in English and Maths	✓	
A level standard of education or equivalent / NVQ L3	✓	
Degree in relevant discipline or equivalent experience in education or social work		✓
Counselling qualification		✓
First Aid qualification		✓
<b>Experience</b>		
Significant relevant experience of working with young people and families in an educational and/or social care setting	✓	
Experience of working within statutory / voluntary agencies dealing with children and families		✓
Significant experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development		✓
Significant experience of making assessments of children and young people to identify their individual needs		✓
Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances		✓
Experience of working as an attendance or pastoral officer		✓
Experience of working in a team collaboratively to share ideas and achieve objectives	✓	
<b>Relevant Knowledge / Awareness</b>		
Knowledge of education system,	✓	
Thorough understanding of inclusion, especially in a school setting		✓
Knowledge and understanding of data protection and confidentiality issues	✓	
<b>Skills / Abilities</b>		
Excellent communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families	✓	
Strong interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations	✓	
Ability to interpret or analyse data and information or situations in order to make a decision or recommendation	✓	
Ability to manage conflict and confrontational situations	✓	
Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach	✓	
Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process	✓	
Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems	✓	

Initiative to plan and prioritise the work of the service, and make decisions to deliver the service in the most appropriate way to achieve the best outcomes for pupils	✓	
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	✓	