

PERSON SPECIFICATION

House Manager

Category	Essential	Desirable
Qualifications		
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)		*
Experience		
Previous experience of working in schools	*	
Experience of working with Arbor or similar data management system		*
Safeguarding in schools trained		*
Skills		
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		*
Qualities and aptitude		
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 safeguarding and promoting the welfare of children and young people. All roles are subject to thorough vetting, including identity, reference, criminal record, and social media checks, in line with Keeping Children Safe in Education guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.