

Person Specification	Internal Exclusion Room Manager
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All person specification criteria are essential requirements (E)

	Experiences & Skills	E
1	Previous experience of managing an internal exclusion facility within a school environment	✓
2	The use of excel spreadsheet to record and track data	✓
3	Building relationships with parents	✓
4	Supporting the emotional needs of challenging pupils	✓
5	Working with teachers on managing learning	✓
6	Maintaining pupil records	✓
7	Building rapport with students	✓
8	Using school management information systems	✓
9	Knowledge in First Aid practices and ideally, qualified	✓
10	Liaising with and challenging Subject Leaders	✓