

Person Specification

Reflection Room Manager

Qualifications & Experience	Essential	Desirable
• Successful recent experience working with secondary age children	✓	
• Working effectively as part of a team	✓	
• Experience of report writing, record keeping, assessments etc.	✓	
• Good literacy and numeracy skills	✓	
• Good general standard of education – GCSE or equivalent	✓	
• English and Maths GCSE (or equivalent) at Grade C/Grade 4 or above	✓	
Professional Knowledge and understanding	Essential	Desirable
• Working knowledge of key aspects of the National Curriculum	✓	
• Understanding of child protection policies and procedures	✓	
• Working knowledge of teaching and learning theory		✓
• Working knowledge of relevant codes of practice		✓
• Working knowledge of ICT to support learning		✓
Abilities and Skills	Essential	Desirable
• Work effectively as part of a team and contribute to group thinking	✓	
• Ability to manage effectively, including planning, monitoring and reviewing activity	✓	
• Effective time management		✓
• Follow instructions accurately		✓
Personal	Essential	Desirable
• Build rapport with adults and children	✓	
• To be flexible and adaptable to changing circumstances and situations	✓	
• Use own initiative and work independently	✓	
• Motivate, inspire and have high expectations of pupils	✓	
• Creativity and innovation	✓	
• Ability to resolve complex problems independently	✓	
• Work calmly under pressure	✓	
• Committed to personal and professional development	✓	
Communication Skills	Essential	Desirable

• Excellent communication skills with adults and children, verbally and in writing	✓	
• Awareness of, and commitment to, equalities issues	✓	