

### PERSON SPECIFICATION – Assistant Year Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> 5 GCSE's or equivalent at grade C/4 or above (including English and Maths)	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> First aid qualified (or willing to qualify)	<b>E</b>	
<input type="checkbox"/> Educated to degree level	<b>D</b>	
<input type="checkbox"/> Clean driving licence and access to own vehicle (with valid business insurance)	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of working successfully with young people between the ages of 11-16	<b>D</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> A commitment to raising standards for all young people at Excelsior Academy	<b>E</b>	
<input type="checkbox"/> Experience of working successfully as a team member	<b>E</b>	
<input type="checkbox"/> Proven ability to motivate and encourage students	<b>D</b>	
<input type="checkbox"/> Support in the efficient running of year group assemblies, parents' evenings and celebration of success events	<b>D</b>	
<input type="checkbox"/> Experience of using relevant MIS systems including SIMS/Class Charts and CPOMS	<b>D</b>	
<input type="checkbox"/> A good understanding of the challenges that young people face growing up in a multi-culture inner city community	<b>E</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A commitment to raising standards for all young people at Excelsior Academy	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Proven ability to communicate effectively with adults and young people including through written and verbal communication	<b>E</b>	
<input type="checkbox"/> Ability to take the initiative	<b>E</b>	
<input type="checkbox"/> Competent in the use of ICT e.g. Microsoft & Google suites	<b>D</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Standards driven	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	<b>E</b>	

<input type="checkbox"/> Resilience and ability to work well under pressure	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	