

PERSON SPECIFICATION

House Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of working with children in an education, health or social care environment Recent professional training in behaviour management and/or parent/carer support
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to behaviour, inclusion and SEN
	Literacy	Good level of education qualifications.
	Numeracy	
	Technology	Ability to use ICT communication and administrative systems effectively
Communication	Written	Ability to write detailed and complex reports, plans, and letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
Working with children and others	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	Child Development	Excellent understanding of child development and learning processes Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively

		Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
General	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance