**PERSON SPECIFICATION**

1.    EXPERIENCE

* Several years’ experience working in a business environment at a management level

2.    QUALIFICATIONS

·      NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline

Excellent numeracy/Literacy skills

3.    KNOWLEDGE AND SKILLS

·      Full working knowledge of relevant policies/codes of practice/legislation

·      Ability to interpret advice and statute and to devise policy and practice in the

light of these

·      Ability to manage a multi-disciplinary team effectively

·      Ability to relate well to children and adults

·      Ability to persuade, motivate, negotiate and influence

·      Ability to self-evaluate learning needs and actively seek learning opportunities

·      Ability to develop equal opportunities and inclusion for all pupils

* Computer literate using a range of programs including information
* Management systems such as SIMS and FMS
* Understanding of how efficient office practices help to safeguard children