

## Great Academy Ashton - Person Specification – Inclusion Manager

Person Specification	Assessment Key A = Application Form I = Interview
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<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background including GCSE or equivalent in English and Maths	X		A
Evidence of continuing personal and professional development	X		A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Previous experience of working with young people in an advisory capacity	X		A/I
Experience of working within the educational system		X	A/I
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Working knowledge of a range of software packages including Microsoft Word, Excel, Outlook	X		A/I
Knowledge of confidentiality	X		I
Awareness of Child Protection issues	X		I
Awareness of a Trauma Informed approach		X	I
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
High level of personal organisation skills	X		I
Able to deal with challenging situations in a calm and professional manner	X		I
Ability to contribute to team meetings and contribute ideas	X		I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
High personal standards in terms of attendance, punctuality and organising workload	X		I
Willingness to undergo further training and development	X		I
Positive and enthusiastic approach towards work	X		I
Ability to act on own initiative	X		I
Professional approach when dealing with all issues and staff	X		I
Ability to work as part of a team effectively	X		I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	X		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	X		A/I