



**HELSEBY HIGH SCHOOL**  
**Reflection Room Manager - PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Methods of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Training and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• High level of literacy</li> <li>• Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the public sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Job related knowledge</b>	<ul style="list-style-type: none"> <li>• ICT competent and conversant with the Microsoft Office suite of applications</li> <li>• Knowledge of safeguarding procedures and familiar with child protection issues</li> <li>• Have good administrative organisation and communication skills.</li> <li>• Knowledge and understanding of safeguarding standards and systems within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image; child sexual exploitation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to liaise effectively with parents and outside agencies.</li> <li>• Enjoy working with a wide variety of young people</li> <li>• Have excellent inter-personal skills and be able to work well as part of a team</li> <li>• Have confidence to manage student behaviour</li> <li>• Be resilient, firm and consistent</li> <li>• Be comfortable with a challenging and varied workload and be able to prioritise effectively</li> <li>• Able to maintain confidentiality where applicable</li> <li>• Able to work in a professional manner with a wide range of people</li> <li>• Ability to act on initiative within a team context</li> <li>• To show commitment to safeguarding and ensuring the welfare of children and young people</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> </ul>