

HELSEBY HIGH SCHOOL

Person Specification: Curriculum Manager (AAAE5182) – Grade 8

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> GCES Grade 4 or above in Maths and English (or equivalent qualification, e.g. Grade C or above) Exceptional MS Excel skills DBS clearance 	<ul style="list-style-type: none"> Good honours degree 	Application Interview
Relevant Experience	<ul style="list-style-type: none"> High level of experience working with SIMs with the ability to produce and analyse data, including providing reports to key stakeholders. Evidence of the ability to form professional, positive relationships with colleagues 	<ul style="list-style-type: none"> Experience of working with SISRA Experience of managing and maintaining MIS systems within a secondary school setting 	Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> Excellent IT and numerical skills, including the ability to evaluate and analyse data Understanding of data protection legislation, including GDPR. Well organised, able to approach work methodically. Prioritise and meet deadlines. Excellent interpersonal skills with the ability to communicate effectively Ability to research with the capability to network and problem solve Meticulous attention to detail and a high degree of accuracy. 		Application References Interview
Personal Qualities	<ul style="list-style-type: none"> The ability to lead others and work as part of a team, building positive relationships. Self-motivated, goal orientated with excellent customer service skills. The ability to be proactive and to use initiative. Energy and enthusiasm with a commitment to personal development. Commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> A reasoned educational philosophy commensurate with the school's ethos and values 	References Interview