



**ST PETER'S SCHOOL HUNTINGDON**  
**Student Support Manager – PERSON SPECIFICATION**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>Criteria</b>	<b>Essential</b>	<b>Important</b>	<b>Desirable</b>	<b>Measured</b>
<b>QUALIFICATIONS</b>				
Good level of qualification eg GCSEs (or equivalent) including English, Mathematics and Science	✓			Application & shortlisting process/Certificate
<b>EXPERIENCE AND SKILLS</b>				
Good IT skills with a working knowledge of Excel, Word, PowerPoint and email	✓			Application & shortlisting process /Work based test
The ability to communicate effectively with a wide range of people	✓			Application & shortlisting process/Interview
Good observation and listening skills	✓			Application & shortlisting process/Interview
Previous experience of working in a school		✓		Application & shortlisting process/Interview
Previous experience of working with young people	✓			Application & shortlisting process/Interview
<b>INTERPERSONAL SKILLS</b>				
Commitment to promoting and safeguarding the welfare of all staff and students	✓			Application & shortlisting process/Interview
To maintain confidentiality at all times	✓			Application & shortlisting process/Interview
Willingness to work as part of a team	✓			Application & shortlisting process/Interview
Flexible attitude	✓			Application & shortlisting process/Interview
Willingness to undertake in-service training	✓			Application & shortlisting process/Interview