

PERSON SPECIFICATION

JOB TITLE	Co-Curriculum Manager
DEPARTMENT/SECTION	Co-Curriculum Office

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE:		
 Experience of managing a team IT literate, particularly MS Office (Teams, Planner, Outlook) Degree from a recognised university Experience of supporting Educational programmes Experience of working within a school Awareness of safeguarding requirements and good practice within an educational environment PERSONAL ATTRIBUTES:	X X X	X X X
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 Excellent people skills, high confidence and an ability to build strong rapport with colleagues in person, via telephone and email correspondence. Ability to manage high volume activity at pinch points of the 	X	
year.	Х	
• Ability to prioritise tasks and meet deadlines.	Х	
Enthusiastic, with an eagerness to learn and develop skills.A sense of humour.	Х	
• Strong written and verbal communication skills.	х	
• Ability to demonstrate tact, diplomacy and sensitivity when	X	
necessary.	X	
• Creatively minded with the ability to adapt where necessary.	Л	
• Willingness to build an in depth understanding of the School, our people and the School's aims and ethos.	Х	
 Ability to remain calm and professional whilst under pressure. 	х	
• Display a smart and professional appearance representing the School in a positive manner.	Х	
• Commitment to pupil development in its broadest sense.		
• High levels of organisation and attention to detail.	X	
• Support for continuous professional development for all members of the team.	Х	