



PERSON SPECIFICATION

JOB TITLE	Deputy Head Staffing and Operations
------------------	-------------------------------------

<p>SAFEGUARDING:</p> <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> 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
QUALIFICATIONS:		
<ul style="list-style-type: none"> Teaching qualification Educated to degree level 	Y	
EXPERIENCE:		
<ul style="list-style-type: none"> Working at a strategic level Experience of managing people and resources in a changing and dynamic environment Experience of leading effective communications in this area Experience of managing, or this ability to manage parental concerns, enquiries or anxieties with authority and reassurance 	Y Y Y Y	
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> Excellent communicator (both orally and in writing) with exceptional interpersonal skills Excellent organisational and administrative skills with the ability to work to tight deadlines and manage competing priorities Ability to interpret statistical data and manage budgets Sound decision making skills with the commitment to see through strategies from concept to conclusion 	Y Y Y Y	
APTITUDES:		
<ul style="list-style-type: none"> Be able to think strategically at a whole school level and be prepared to challenge and to ask questions Possess a positive attitude and approach to change and development 	Y Y	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure

• Ability to motivate and lead others	Y	
• Work collaboratively and effectively with others	Y	
• Ability to work independently and collegiately with the Senior Leadership Team under broad direction	Y	
• Be able to balance effectively the priorities of the School	Y	
• Ability to build and maintain positive, respectful relationships with pupils, parents and colleagues	Y	
• Ability to deal with difficult situations calmly with a proportionate response	Y	
• Act with the highest levels of integrity, emotional intelligence and personal resilience to deal with a range of challenging circumstances faced by pupils, staff and families	Y	
• Empathy to deal sensitively with parents, children and staff	Y	
• Determination to ensure the safety and well-being of each individual pupil by expecting, and insisting upon, the highest standards of safeguarding and pastoral care	Y	
• Give generously of time to support school events and activities	Y	
• Willing to work hard with energy, enthusiasm and a generosity of spirit, which accepts that there might be a significant amount of out-of-normal hours work to be done	Y	
• Commitment to continued professional development and the development of others	Y	
• Able to think creatively, anticipate and solve problems, plan and organise themselves and others	Y	
• Have a strong sense of self-awareness and be willing to learn	Y	
• Have a balanced sense of perspective	Y	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure