

# PERSON SPECIFICATION

## Extended Services Community Manager

Specification	Criteria	Essential	Minor	How Identified
Qualifications	5 x GCSEs (Grade A* – C) or equivalent, including English and Mathematics.		✓	Application
	NVQ level 3/4 or equivalent qualification in a related area of work.	✓		Application
Experience	Substantial experience working in sports and /or leisure management.	✓		Application/interview
	Previous experience working within facilities management.		✓	Application/interview
	PR, Promotion and marketing.		✓	Application/interview
	Experience in managing permanent and relief staff.	✓		Application/interview
	Experience in financial and business management.		✓	Application/interview
Knowledge and Skills	Awareness of current Health & Safety legislation and procedures.		✓	Application/interview
	To develop systems to support the demands of the post and others who may be involved.	✓		Application/interview
	Excellent management and organizational skills; able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service.	✓		Application/interview
	Ability to cope effectively with stressful circumstances and to deal appropriately with difficult situations.	✓		Application/interview
	Ability to work effectively independently or as a team member and to work cooperatively with teachers, parents and other professionals.	✓		Application/interview
	Ability to communicate at all levels, advising and reporting, with Senior Leaders, Governors, staff and other outside agencies.	✓		Application/interview
	Ability to contribute to the process of monitoring and reviewing pupil and community progress.	✓		Application/interview
	To be computer literate and have particular competency in Microsoft Office software.		✓	Application/interview
	To be reliable and committed to the post.	✓		Application/interview
	To be dedicated and persistent in generating the interest and involvement of the community.	✓		Application/interview
Other Factors	Ability to work flexible hours both in the daytime, evenings and during school holidays to accommodate the changing needs of the school.	✓		Application/interview
	Ability to undertake travel around the Borough in connection with the duties of the post	✓		Application/interview