

**Northern Education Trust**  
**Post: Head of Centre (ACE)**  
**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Degree or equivalent	E	✓	
3.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
4.	Evidence of continuous professional development and training	E	✓	
<b>EXPERIENCE</b>				
5.	Experience of working in a school environment	E	✓	✓
6.	Effective leadership of a team.	E		
7.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance.	E	✓	✓
8.	Experience of the Common Assessment Framework and its use to support families and students	E	✓	✓
9.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Excellent communication and listening skills	E	✓	✓
11.	Ability to respect and maintain confidentiality	E	✓	✓
12.	Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	E	✓	✓
13.	ICT literate with a working ability to use key IT software to present work to a high standard.	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
14.	Experience and knowledge of the implementation of Health and Safety legislation	E	✓	✓
15.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
16.	Efficient and effective organisational skills	E	✓	✓
17.	Excellent customer service skills and ability to respond quickly as circumstances dictate.	E	✓	✓
18.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	A strong commitment to the Trust values and ethos	E	✓	✓
20.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
21.	A flexible approach and strong work ethic	E	✓	✓