

Job Specification

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Consequences Manager</u>		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
Level 2 qualifications in English and maths at grade C or equivalent	Essential	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	Essential	
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication and listening skills	Essential	
Ability to organize and plan workload to ensure that all stages of Consequences system are completed and followed systematically	Essential	
Ability to respect and maintain confidentiality	Essential	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	Essential	
Good time management and organisation skills	Essential	
Ability to work with students and have a real interest in the issues faced by this age group	Essential	
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	Essential	
Assessed and advised by Occupational Health	Essential	