

## Person Specification

**Job Title: Temporary Hub Manager**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 Level 2/A*-C GCSEs including English and Mathematics	✓	
Educated to Level 3/ A level standard or have HLTA status.		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
First Aid at Work Certificate or willingness to undertake training		✓
<b>Experience</b>		
Experience of working in a school environment with students aged 11-16.	✓	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
<b>Skills</b>		
Understanding of behaviour management of students.	✓	
Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	✓	
Ability to work with students and have a real interest in the issues faced by this age group	✓	
Excellent communication skills and ability to give clear and precise instructions.	✓	
Flexibility and willingness to support others	✓	
Ability to respect and maintain confidentiality	✓	
Excellent time management and organisation skills.	✓	
Excellent standard of computer literacy and working knowledge of standard computer packages (Microsoft Office etc.)	✓	
<b>Other</b>		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	