

WALBOTTLE CAMPUS – Person Specification

Community/Leisure Supervisor N6

Initial hours will be Monday – Thursday 4 pm to 9.30 pm and Saturday 8.30 am to 3 pm

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Qualification at level 3 in relevant related subject. eg marketing/sport/business ➤ Literacy or English qualification and numeracy or mathematics qualification at Level 2 of the National Qualifications Framework equivalent, or higher. 	<ul style="list-style-type: none"> ➤ Further professional qualification, evidence of further study. ➤ Degree/Equivalent in relevant subject eg marketing/sport/business. ➤ Specialist skills/training in Health & Safety. ➤ Post-graduate degree or management qualification in a relevant subject.
Experience	<ul style="list-style-type: none"> ➤ Experience of Multi agency working. ➤ Organising and managing ➤ An ability to formulate and creatively implement, monitor and interpret strategic plans and contracts. ➤ Excellent leadership and people management skills and ability to delegate appropriately. ➤ Knowledge and understanding of budget to include managing costs and income to ensure an efficient service. 	<ul style="list-style-type: none"> ➤ Proven recent, relevant line management experience. ➤ Strategic partnership working at senior level.
Professional Development	<ul style="list-style-type: none"> ➤ Relevant CPD over last three years. 	<ul style="list-style-type: none"> ➤ Knowledge/Experience of planning, supporting and leading professional development for teaching and/or support staff.
Skills	<ul style="list-style-type: none"> ➤ Ability to communicate effectively orally and in writing. ➤ Ability to form good relationships with parents, clients and students. ➤ Excellent written and oral communication skills. ➤ Able to persuade, influence and gain co-operation. ➤ Excellent ICT skills and ability to use them effectively to support learning. ➤ Able to organise, lead and motivate a team and to work constructively as part of a team. ➤ Awareness of relevant legislation relating to child protection. ➤ Ability to work collaboratively within a team and when necessary, resolving conflict. ➤ Ability to analyse and interpret financial data. ➤ Knowledge and understanding of current and 	<ul style="list-style-type: none"> ➤ Good time Management ➤ The ability to use ICT creatively to promote the school facilities. ➤ The ability to interpret and use data as a tool for school improvement. ➤ Working knowledge of the current issues facing education with specific reference to the workplace. ➤ Experience in preparing funding applications.

	emerging national policy on sports, leisure and relevant educational issues.	
Personal Qualities	<ul style="list-style-type: none"> ➤ Sense of humour and perspective ➤ Enthusiastic and inspires others. ➤ Approachable and able to relate well to children and adults. ➤ Able to work with minimal supervision. ➤ Able to respond effectively to problems using solution focused approaches. ➤ Able to respond positively to change. ➤ Excellent time management. ➤ Committed, confident, conscientious and enthusiastic. ➤ Positive team worker with a flexible approach to work. ➤ Committed to achieving further professional development. ➤ Constantly improving own practice/knowledge through self-evaluation and learning from others. ➤ Committed to equal opportunities in all school/site activities. 	
Understanding	<ul style="list-style-type: none"> ➤ Recognise inappropriate behaviour and attitudes to children and/or vulnerable adults. 	
Other Qualities	<ul style="list-style-type: none"> ➤ Inspire, challenge, motivate and empower others to carry the vision forward. ➤ Working evenings and weekends. [3 or 4 evenings and one or two days per weekend]. ➤ Model the vision and values of the school. ➤ Demonstrate personal enthusiasm for and commitment to the learning process. ➤ Resilience. ➤ Loyalty to the Leadership Team and the Governing Body. ➤ No adverse criminal record. 	