

Northern Education Trust
Post: Bridge Manager
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSEs or equivalent, including English and Maths	E	✓✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓✓	
3.	Evidence of continuous professional development and training	D	✓✓	
EXPERIENCE				
4.	Experience of working in an education environment with young people with specific difficulties and vulnerabilities	E	✓✓	✓✓
5.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓✓	✓✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Excellent communication and listening skills	E	✓✓	✓✓
7.	Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	E	✓✓	✓✓
8.	Ability to respect and maintain confidentiality	E	✓✓	✓✓
9.	High level experience of using Microsoft Office packages, including word processing, e mail and excel	E	✓✓	✓✓
10.	Efficient and effective organisational skills	E	✓✓	✓✓
11.	Ability to relate to students in a pleasant manner and recognise potential safeguarding issues	E	✓✓	✓✓
12.	Understanding of academy safeguarding procedures	E	✓✓	✓✓
PERSONAL QUALITIES				
13.	A strong commitment to the Trust values and ethos	E	✓✓	✓✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
14.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓✓	✓✓
15.	A flexible approach and string work ethic	E	✓✓	✓✓