

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 | ✓ | ✓ |

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| 14. | Commitment to support the Trust's agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 15. | A flexible approach and string work ethic | E | ✓ | ✓ |