



Kingsthorpe College

Internal Exclusion Manager



Person Specification

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Education, Training and Qualifications	<p>A good level of general education to at least GCSE level or NVQ Level 2 or equivalent.</p> <p>GCSE English and Maths at Grade C or above</p> <p>Previous School Experience</p>	<p>Higher Education eg A Levels, degree level or equivalent, CIPD or working towards, or significant training and experience in a relevant post.</p> <p>IT qualification.</p>
Experience/Skills And Abilities	<p>High level of literacy and numeracy.</p> <p>Knowledge and experience of the principles involved in giving advice and guidance to young people including their place of confidentiality and sharing information</p> <p>Good working knowledge of Microsoft Office including Word and Excel.</p> <p>The ability to work independently and on their own initiative. Ability to work calmly under pressure, prioritise and work to deadlines.</p> <p>A high level of efficiency with the ability to maintain accurate and confidential records.</p> <p>Ability to work strategically and to develop proposals for improving services effectively</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to deal with difficult situations, maintain discretion and be capable of working with highly sensitive information.</p> <p>Ability to maintain a flexible and confidential approach to all aspects of the post.</p> <p>Commitment to delivering a positive 'customer' experience.</p> <p>Willingness to participate in self-development opportunities and further training.</p>	<p>Knowledge of the main aspects of the organisation of secondary schools</p> <p>Experience of using IT in an HR and administrative context.</p> <p>Experience of the Schools Information Management System (SIMS)</p> <p>Experience and knowledge of strategies to remove barriers to learning in young people</p> <p>Relevant knowledge of the range of additional support/agencies available for students.</p> <p>Practical experience of participating in procedural meetings and note taking.</p> <p>Willingness to be flexible with working hours if required to respond to the needs of the College.</p>

Written application	A well-constructed, legible application	
Communication	Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the College. Ability to assist line managers in developing best practice and ensure policy compliance	
Relationships	An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students. Ability to be a representative of the college	
Equal Opportunities	An understanding of issues regarding equal opportunities for all	Examples of good practice from their own experience
Appearance	Accept the College dress code and dress professionally in accordance with the culture of the organisation.	
Criminal Record Check	Provide information to process full Criminal Record Bureau disclosure.	

The Collaborative Academies Trust (CAT) is an expanding sponsor of academies. It is run and led by a highly skilled and experienced team of educationalists working with secondary, primary and special schools. It works in collaborative partnership with the Local Governing Body and the Principal. The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.