



## Community Manager - Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level with a GCSE (or equivalent in Mathematics and English)	✓		Application and documents
Educated to A level	✓		
Midas qualification		✓	
Current clean driving licence		✓	
Knowledge and understanding of health and safety at work		✓	
Professional experience	Essential	Desirable	Evidenced
Experience and knowledge of managing a general office environment and use of buildings by different groups	✓		Application Interview References
Experience of organising and facilitating events	✓		
Experience of development of a marketing plan and promotional materials		✓	
Experience and knowledge of coordinating and managing financial accounts including monitoring budgets, managing a petty cash system and VAT	✓		
Awareness of local management of schools and responsibilities of governing bodies	✓		
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview



Self-motivated with excellent time management and work planning skills	✓		References
Ability to work with minimal supervision and direction, and act on own initiative	✓		
Excellent communication skills. Ability to communicate with people appropriately and effectively on all levels and deal with complaints in a polite and professional manner	✓		
High levels of ICT competence	✓		
Ability to work under pressure and adjust to constantly changing work demands	✓		
Integrity and confidentiality	✓		
<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced</b>
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		
A commitment to the safeguarding of children	✓		
A team player	✓		
Flexibility to work evenings or weekends		✓	

## Working conditions – environment, and physical effort or strain.

Moderate degree of physical effort involved.

## Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, to ensure that students, staff and community users are protected from various hazards, within the framework of relevant risk assessments.



# Testbourne Community School

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.