Person Specification

**College Manager**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 6 qualification in a relevant subject (e.g., Degree)
 | **\*** |  |
| * Qualification in Management (or equivalent relevant experience)
 | **\*** |  |
| * Knowledge and understanding of a learner environment
 | **\*** |  |
| * Experience of working with and supporting young people
 | **\*** |  |
| * Knowledge and/or experience of pastoral care and/or safeguarding
 | **\*** |  |
| * Experience of managing data
 | **\*** |  |
| * Experience of marketing
 | **\*** |  |
| * Qualification in Health & Safety e.g., IOSH Managing Safely (training provided) \*\*
 | **\*** |  |
| * IT Literate equivalent to level 3
 | **\*** |  |
| * First Aid certificate (training provided) \*\*
 | **\*** |  |
| * Fire Marshall certificate (training provided) \*\*
 | **\*** |  |
| * Teaching Qualification
 |  | **\*** |
| * Relevant Teaching Experience
 |  | **\*** |
| * Experience of the Further Education Sector
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent time management skills
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Excellent administrative skills
 | **\*** |  |
| * Able to work to multiple deadlines/targets
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent problem solving skills
 | **\*** |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to work in collaboration with others
 |  |  |
| * Able to exercise good judgement
 | **\*** |  |
| * Empathetic to learners’ needs
 | **\*** |  |
| * Able to motivate others
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Innovative
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Proactive
 | **\*** |  |

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.