

Person Specification

**College Manager**

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|  | **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.