



Person Specification			
Post title	Head of Education	Grade	PMG 5

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Substantial experience as a senior leader in a statutory agency delivering responsibilities for education.	CV/SS
S2	Experience of working in a political organisation with the ability to deliver organisational priorities in a political setting	CV/SS
S3	Ability to lead, inspire and motivate others creating a culture of proactive service delivery and continuous improvement	CV/SS, I
S4	Strong and varied record of achievement at a senior level in complex political environments, preferably in local and/or central government	CV/SS, I
S5	Expert knowledge in education legislation and its application in the delivery of Education provision.	CV/SS, I
S6	Significant experience of strategic financial management and successfully prioritising and targeting resources especially understanding the education funding mechanisms	CV/SS
S7	Experience and ability to build effective working relationships with a wide range of stakeholders including headteachers, governors, stakeholders. Be able to negotiate, influence and give clear, persuasive advice to senior officers, Members, trade union representatives	I
S8	Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines.	I

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S9	Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” Staff Qualities; Integrity, Accountability, Communication and Respect	I
P2	Flexible approach to working hours with the ability to occasionally work outside normal hours, to attend meetings inside and outside the Borough and undertake corporate work outside the scope of the main job responsibilities	I
P3	A demonstrable commitment to equality, diversity, and inclusion	I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view	CV/SS/I
C2	Ability to communicate at times complex information clearly using simple, commonly accepted language	CV/SS/I
Qualifications		
Q1	Degree status.	CV/SS, C
Q2	Relevant qualification/professional development in education	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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Knowsley Council

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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