Knowsley Council

Person Specification			
Post title	Service Manager – Post 16 and Adult Learning	**Grade**	PMG 2

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 of working in or with Education orAdult Education	CV/SS, I
S2	Knowledge and understanding of barriers to improving NEET	CV/SS, I
S3	Knowledge of appropriate legislation, guidance and frameworks	CV/SS, I
S4	Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors	CV/SS, I
S5	Ability to improve outcomes for young people who are at risk of NEET	CV/SS, I
S6	Demonstrable experience of managing staff, budgets and physical resources	CV/SS, I
S7	Experience of working with a range of internal and external stakeholders to shape common goals, and deliver upon shared ambitions and agendas	CV/SS, I
S8	Proven political awareness along with negotiating, influencing and leadership skills	CV/SS, I
S9	Knowledge of appropriate legislation, guidance and frameworks	CV/SS, I
S10	Excellent presentation and communication skills, both verbal and written	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		

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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
Qualifications		
Q1	Educated to degree level or above	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**

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.

January 2026

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