Knowsley Council

Person Specification			
Post title	Service Manager - Education	**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	Significant experience working in Education, Inclusion, Health and/or Social Care services	CV/SS, I
S2	Good knowledge of relevant education, SEND and children's legislation, statutory guidance and policy frameworks, and their application in practice.	CV/SS, I
S3	Good understanding of local government, education services, current national and local priorities, and the challenges facing the sector.	CV/SS, I
S4	Understanding of key education and inclusion principles, including early intervention, prevention and evidence-based approaches to improving outcomes for children and young people.	CV/SS, I
S5	Ability to provide strong leadership, think strategically and contribute to the development and improvement of services.	CV/SS, I
S6	Ability to analyse complex issues, manage risk, make sound decisions and develop practical solutions.	CV/SS, I

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S7	Strong negotiation, influencing and conflict resolution skills, with the ability to build positive working relationships and drive change.	CV/SS, I
S8	Commitment to equality, diversity and inclusion, creating an environment where people feel respected, valued and able to contribute.	CV/SS, I
S9	Ability to keep up to date with new guidance, legislation and best practice, and support the learning and development of self and others.	CV/SS, I
S10	Experience of leading teams and managing budgets, resources and service performance.	CV/SS, I
S11	Experience of working effectively with a wide range of partners and stakeholders to achieve shared goals and improve outcomes.	CV/SS, I
S12	Strong organisational skills with the ability to prioritise work, manage competing demands and deliver high-quality outcomes within agreed timescales.	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		
C1	Excellent presentation and communication skills, both verbal and written	CV/SS/I
Qualifications		
Q1	Recognised professional qualification in Education, Health or Social Care	CV/SS, C
Q2	Willing to work towards a Diploma or Degree in Management or equivalent	CV/SS, C

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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.

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