

DEPUTY HEAD OF BOARDING PERSON SPECIFICATION

	Essential	How Identified*	Desirable	How Identified*
Qualifications/ Attainments	Able to live in residence from Monday night to Friday morning (or part thereof for part-time staff).	A	First Aid certificate Food Hygiene certificate Qualification in leadership, pastoral care or boarding.	A A A
Skills and Understanding	A deep understanding of the issues affecting students living in boarding, including mental health, anxiety and autism. Able to communicate clearly and relate well to others, securing the respect of both staff and students. Able to cook healthy, nutritious meals. Able to maintain appropriate boundaries whilst creating a warm and homely environment. Able to deal with problems in a constructive manner and apply common sense to new situations and take initiative.	A/I I I/A I I	Mental health First Aider	A
Prior experience	Experience in a welfare-related role. Experience of dealing with people facing complex / difficult situations. Experience in a leadership role. Experience of record keeping.	A A/I A A	Experience of dealing with disciplinary matters Experience of catering on a medium scale Experience of building management	A A A

	Essential	How Identified*	Desirable	How Identified*
Personal Qualities	<p>Approachable, Non-judgemental and supportive of others.</p> <p>Pro-active with a can-do attitude, determined and committed to make a positive difference.</p> <p>Organised, responsible, reliable and consistent.</p> <p>Calm under pressure and comfortable working independently.</p> <p>Discerning and incisive, a good decision maker.</p> <p>Open, honest and reflective; committed to ongoing training and development.</p> <p>Aligned with EMS values and committed to collaborative working.</p>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		

*** Key:**

A = Application Form

I = Interview