



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Teaching School Office Manager and Maths Hub Project Manager

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Highly literate and numerate	E	Application
Proficient in the use of IT to perform tasks efficiently	E	Application
Excellent communication skills, both written and verbal	E	Application
Ability to use social media effectively to promote Maths Hub activity	E	Application Interview
Strong organisational skills	E	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Application Interview
Ability to reflect on own practice, critically evaluate and plan strategically for improvement	E	Application Interview
Experience of securing effective professional development for oneself	E	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Good interpersonal skills with strong two way communication	E	Application Interview
Ability to inspire, motivate others and hold them to account	E	Application Interview
Ability to work as a member of a team, make decisions, implement them and be accountable	E	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview
Ability to act as a positive advocate for the Maths Hub	E	Application Interview

Understanding of the work of the South Yorkshire Maths Hub	D	Application Interview
Personal qualities, values and attributes		
Values all people equally	E	Application Interview References
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Application Interview References