



PERSON SPECIFICATION FOR ENTERPRISE MANAGER

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

	Essential <i>These are qualities without which the applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> ▪ Degree ▪ Teaching Qualification 	<ul style="list-style-type: none"> ▪ Post graduate certificate in education 	<ul style="list-style-type: none"> ▪ Production of the applicant's certificates at interview
Experience	<ul style="list-style-type: none"> ▪ Demonstrate significant experience in a commercial sales and/or marketing role, ideally in a residential conference facility or similar, of sufficient quality to demonstrate proven success in this area ▪ Evidence of a proven ability to manage prestigious events and deliver excellent customer service ▪ Demonstrate the ability to create, present and implement a number of sales-related projects at any one time with foresight and strong planning/organisational skills. ▪ Display an aptitude to be creative, generate new ideas, and develop them into successful initiatives 	<ul style="list-style-type: none"> ▪ Evidence of previous management experience within the education or leisure sectors. ▪ Proven track record in project management of events 	<ul style="list-style-type: none"> ▪ Contents of the Application Form ▪ Interview ▪ Professional references

	<ul style="list-style-type: none"> Provide evidence of an ability to work unsupervised, use own initiative and manage own time 		
Skills	<ul style="list-style-type: none"> Possess excellent IT skills to navigate software systems and proficiently use Microsoft Office Demonstrate excellent communication and presentation skills with the ability to liaise tactfully and effectively with staff, pupils, visitors and the general public Demonstrate a willingness to be adaptable, flexible and to work unsociable hours as sometimes required by the job. The role will require some work at weekends and Bank Holidays Provide evidence of a positive, proactive attitude, with the proven ability to analyse and evaluate complex issues and provide appropriate solutions 	<ul style="list-style-type: none"> Previous experience of a similar role 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Demonstrate a good understanding of financial constraints 	<ul style="list-style-type: none"> A detailed understanding of the effective use of print and social media for promotion and communication purposes (including writing engaging copy) 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Have strong communication skills, both oral and written; as representing the school to the public there is a particular importance that communication is clear, professional, timely and courteous at all times 		<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references

- Deal with challenging deadlines and workloads at times, so be organised, calm and efficient under pressure