

PERSON SPECIFICATION

POST: Pastoral & Admissions Assistant – Care and Guidance

To be demonstrated in A = Application form L = Letter of application I = Interview

| | Essential | Desirable | Shown in |
|--|-----------|-----------|----------|
| Qualifications | | | |
| 1. Level 2 English & maths or equivalent | ✓ | | L |
| 2. Evidence of recent professional development | ✓ | | L |
| 3. ICT expertise | ✓ | | L |
| Experience | | | |
| 1. Expertise in working with children | ✓ | | I |
| 2. Experience in school(s) | ✓ | | L |
| 3. Experience of working pastorally or in child welfare | ✓ | | I |
| 4. Experience in working with families | ✓ | | I |
| 5. Experience of working on pupil attendance | | ✓ | L/I |
| Knowledge | | | |
| 1. Safeguarding and welfare | ✓ | | L/I |
| 2. Attendance and the Law | | ✓ | L/I |
| 3. Knowledge and experience of working with pupils with a variety of needs | ✓ | | I |
| 4. Knowledge of external agencies available to support young people and their families | | ✓ | I |
| Job Specific Requirements | | | |
| 1. Full and sincere commitment to the progress and success of young people | ✓ | | L/I |
| 2. Suitability to work with children | ✓ | | I |
| Professional Understanding | | | |
| 1. A clear educational philosophy sympathetic to the school | ✓ | | L/I |
| 2. Knowledge and understanding of child welfare | ✓ | | L/I |
| 3. Ability to interpret initiatives to benefit the school | ✓ | | L/I |
| 4. Determination to have high expectations for all pupils | ✓ | | I |
| 5. Clear understanding of and commitment to equal opportunities | ✓ | | I |
| Professional Skills | | | |
| 1. Ability to administer systems efficiently | ✓ | | L |
| 2. Ability to set realistic targets | ✓ | | L |
| 3. Ability to accept responsibility, exercise judgement and make decisions | ✓ | | L/I |
| 4. Ability to work with and within a team | ✓ | | L/I |
| 5. Ability to communicate and liaise effectively | ✓ | | L/I |
| 6. Ability to use ICT | ✓ | | I |
| 7. Full driving license and have the use of own vehicle in working hours | ✓ | | L |