



PERSON SPECIFICATION

Administrative Support Assistant - Pastoral

Qualifications, training and education

- NVQ Level 2 or equivalent.
- First Aid trained or prepared to undertake First Aid training
- Knowledge of management information system packages is desirable but not essential.

Skills and abilities

Communication

- Ability to communicate clearly with a range of stakeholders and respond appropriately to their needs and queries to support effective pastoral communication.
- Ability to demonstrate tact, diplomacy and sensitivity when handling confidential or sensitive information.

Organisation and planning

- Ability to organise and prioritise workload effectively to support timely and accurate pastoral administration.
- Ability to work independently and as part of a wider team.
- Ability to work flexibly and maintain a commitment to ongoing service and personal development.

Technical skills

- Ability to use Microsoft Office, including Word, Excel and Outlook, to support accurate administrative processes to support accurate pastoral records and information.

Personal qualities

- Ability to demonstrate reliability, confidentiality, tact, diplomacy and sensitivity in all aspects of the role.
- Commitment to improving own practice and knowledge through self-evaluation and learning from others.



MAIDEN ERLEGH
SCHOOL IN READING

PERSON SPECIFICATION

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Ability to maintain confidentiality and uphold data protection requirements when handling pastoral and safeguarding information to protect sensitive student information.