

**PERSON SPECIFICATION
Pastoral Manager**

QUALIFICATIONS / ABILITIES / SKILLS	ESSENTIAL	DESRIBLE
Educated to minimum GCSE Maths and English A*-C / 9-5 or equivalent qualification	•	
Good computer skills, including Microsoft Word, Excel, Office 365,Email	•	
Experience using ICT for curriculum and administrations purposes	•	
Excellent written and oral communication skills	•	
Experience of working with students from the 11 – 16 age range	•	
Current first Aid certification, or willingness to undergo training	•	
Current mini- bus licence or willingness to undergo training		•
Evidence of pastoral related training		•
Experience of using ICT to monitor attendance and punctuality, or willingness to undergo training	•	
Experience of developing autonomy through strategies such as peer mentoring	•	
Experience of THRIVE		•
Good knowledge and understanding of school, its organisation,activities and policies	•	
Experience of raising levels of attendance and punctuality through rigorous monitoring, reporting and follow-up action.	•	
Ability to work on own initiative as well as part of a team	•	
Ability to maintain confidentiality at all times	•	
Good organisational skills	•	
Ability to plan, prioritise and organise own work schedule	•	
Ability to meet deadlines	•	
Ability to stay calm during difficult situations	•	
Knowledge and understanding of GDPR	•	
Flexible approach to duties	•	
Support the Catholic ethos of the school	•	
Commitment to safeguarding and welfare of students	•	
<i>Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.</i>		

