



PERSON SPECIFICATION

Qualifications, training and education

- ## Skills and abilities

Communication

- ## Organisation and planning

- ## Pastoral and inclusion

- Ability to support pupil welfare requirements with sensitivity, discretion and professionalism.
- Commitment to safeguarding, promoting the welfare of children and contributing to a safe learning environment to support student wellbeing and safety.



PERSON SPECIFICATION

- Competence in the use of Microsoft Office applications and administrative systems.
- Ability to learn and use new systems, technologies and processes effectively.
- Ability to maintain electronic and paper-based record systems accurately.

- Reliable, professional and accountable approach to work.
- Ability to work collaboratively as part of a team and use initiative when working independently.
- Flexible and adaptable approach to changing priorities and operational needs.
- Strong attention to detail and commitment to maintaining accurate information.
- Ability to remain calm, resilient and professional when working under pressure.
- Commitment to ongoing professional learning and development.

- 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.
- Commitment to maintaining confidentiality and handling personal information in accordance with data protection requirements.
- Ability to comply with safeguarding, health and safety, equality and statutory requirements relevant to the role.
- Enhanced DBS clearance and Enhanced Children's Barred List check required.