

PASTORAL MANAGER (Enrichment and Outreach)

PERSON SPECIFICATION

<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>ASSESSMENT METHOD</u>
Experience of general clerical/administrative work.	√		Application form and interview
Willingness to participate in relevant training and development opportunities.	√		
Experience of working within an Educational Establishment	√		
Knowledge of Safeguarding procedure within Educational Establishment	√		
Knowledge of TAF process and procedures	√		
Awareness of attendance issues within schools			
Experience of behaviour management within an educational setting	√	√	
Ability to make home visits	√		
Awareness of child protection issues	√		
Experience of working with outside agencies		√	
Ability to work effectively within a team environment.	√		Application form and interview
Ability to build and maintain effective working relationships with all pupils and colleagues.	√		
Ability to promote a positive ethos and role model positive attributes.	√		
Ability to continually develop and extend own working practices.	√		
Ability to communicate well and have a good telephone manner.	√		
Ability to use ICT packages such as Word, Excel Management Information Systems (such as SIMS)	√		Application form and interview