

PERSONAL SPECIFICATION: PASTORAL SUPPORT

Experience	Essential	Desirable
<ul style="list-style-type: none"> • Working in an administrative role in a school • Developing relationships with Parents/Carers and Students 	✓	✓
Qualifications		
<ul style="list-style-type: none"> • GCSE A-C grades in English and Maths • Level 3 Administration Qualifications or equivalent 	✓	✓
Knowledge and Skills		
<ul style="list-style-type: none"> • Ability to work proactively • Ability to work independently and under own initiative • A commitment to quality and attention to detail in all aspects of work including documentation • Excellent verbal, written and interpersonal skills with a parent and stakeholder focus • Ability to work as part of a team • Ability to work under pressure in a fast moving environment • Flexibility and adaptability • Excellent organisational skills • Professional personal appearance and dress • A commitment to continuing professional development • A commitment to inclusion and equal opportunities • Ability to use a range of ICT and other equipment • Specific ICT software skills: use of Microsoft Office • Knowledge of SIMS and how to run SIMS reports • A commitment to inclusion and equal opportunities 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	✓