PERSON SPECIFICATION

**Pastoral Administrative Assistant**

Band 5 SCP 4-6

37 hours per week, term time only + 5 days

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| **ATTRIBUTES** | **Essential Criteria** | **Desirable Criteria** | **How identified** |
| **SKILLS AND EXPERIENCE** | * Experience of working in a clerical/administrative environment. * Experience with working on pupil attendance. * Good personal organisation and communication skills*,* both verbally and written, for both internal and external professionals. * Experience of the use of databases and a range of other ICT applications. * Able to work well as part of a multi-professional team. * Able to complete work to the required standard of accuracy and presentation. * Well-developed organisational skills. * Good analytical skills and the ability to present information in a logical, clear and concise format. * Able to manage own workload and work under pressure meeting deadlines. * Dealing effectively with members of the public. | * Experience of working in a school environment. * Ability to self-evaluate learning needs and actively seek learning opportunities * Experience of using school systems including Arbor, CPOMS * Experience of minute taking at meetings. * Experience of Special Educational Needs. * Experience in completing referrals. * Experience in report writing. | Application  Interview  References |
| **SAFEGUARDING** | * Display a commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge and training of relevant legislation and guidance, in relation to working with, and the protection of, children and young people. |  | Application form & Selection process. |
| **KNOWLEDGE** | * Understand child development and learning * Be proficient with the use of ICT applications including Microsoft Suite. * Understand the processes related to pupil attendance | * Knowledge of school procedures * Early Help protocols and procedures | Application  Interview  Supporting Documents |
| **QUALIFICATIONS / TRAINING** | * GCSE Grade A-C mathematics and English or able to show achievement or experience demonstrating this level of ability. * Evidence of training in use of Microsoft Office Applications * Experience of IT systems. * Willing to undertake additional training in the use of ICT and administrative systems as required. * Participate in training and other learning activities for performance development as required. * Be prepared to undertake safeguarding and first aid training. | * NVQ level 3 or equivalent * Training for school systems including Arbor, CPOMS | Application  Supporting Documents |
| **PERSONAL ATTRIBUTES** | * To deal with issues in a positive manner, communicating actions to staff and parents as appropriate. * Always maintain confidentiality. * A commitment to safeguarding children and young people. * High levels of integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders. * Able to maintain confidentiality. * Able to deal with a range of situations in a sensitive and helpful manner. * Able to empathise with the needs of pupils and parents. * Actively promote the positive ethos of the school. |  | Application  Interview |
| **EQUALITY** | * Candidates should indicate an acceptance of and commitment to the principles underlying the Council’s Equal Rights policies and practices. * A personal and professional commitment to equal opportunities, diversity and promoting good race relations. |  | Selection process |
| **PERSONAL** | * Will not require holiday leave during term time. * Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). * No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). * If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) |  | Selection process.  Sight of appropriate documentation as specified in interview letter |
| **PHYSICAL** | * Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with Equality Act 2010. * Ability to manage with requirements of the post, which may include working with pupils who have emotional and behaviour regulation difficulties. * For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of moving and handling pupils, within school policies and practices. * For this post it may be an unavoidable core component of the job for the postholder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices. |  | Selection process |
| **OTHER CONDITIONS** | * This post will be subject to an enhanced DBS check. |  | Application Form  Interview |