

# Personal Specification Whitley Academy



**Job Title: Post 16 Pastoral Support Manager and Administrator**

**Grade: 5 £21, 074 - £26, 470**  
**Term Time Only + Training Days**

**Line Manager: Director of Post 16**

**Location: Whitley Academy**

## **Job Requirements:**

### **Knowledge:**

- It is essential to be ICT proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook and Access). It is desirable to have knowledge of SIMS database or similar software.
- Knowledge of qualifications offered at Post 16 level
- Knowledge of UCAS and routes beyond Post 16

### **Skills and Abilities:**

- The ability to plan and set own workload priorities within defined timescales plus the ability to work without close supervision.
- Good written communication skills with the ability to produce high quality documentation.
- Good level of interpersonal skills to enable liaison with staff, students, parents and external agencies.
- Organisation.
- Confidentiality is essential.
- Experience of working in a school is not essential but desirable.
- The successful candidate will be a proactive role model and will have high expectations of young people.
- They will have the ability to manage and support with the practice of private study.
- The successful applicant will above all be confident, calm, good communicator, with a positive and 'hands on' attitude towards his/her work, together with a generous sense of humour.
- The position also requires the ability to work as part of a team and on their own initiative coupled with a willingness to become involved in the life of the Academy.

### **Experience:**

- Experience of working in a school is not essential but desirable.

**Educational:**

- Educated to GCSE English & Maths at Grade C or above.

**Essential characteristics for a Whitley Academy staff member:**

- Resilience.
- Passion about all young people's learning and having the chance to learn.
- Enthusiasm for teaching and learning.
- Positive outlook.
- Team Player.
- Advocacy for Whitley Academy students and their community.

**Special Requirements**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

**Updated: June 2018**