

## PERSON SPECIFICATION

**POST TITLE:** Pastoral Admin Support Officer

**GRADE:** 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>EDUCATION &amp; QUALIFICATIONS</b>	1.1	GCSE or equivalent in English and Maths	Application Form/ Selection Process	A
		1.2	RSA Level 2 in Typing or above ( or equivalent relevant experience)	Application Form/ Selection Process	A
2.	<b>KNOWLEDGE &amp; EXPERIENCE</b>	2.1	Ability to be able to contribute to effective working of a team	Selection Process	A
		2.2	To have the ability to remain calm under pressure	Selection Process	A
		2.3	Knowledge of email, internet and intranet	Selection Process	A
		2.4	Have excellent communication skills and interpersonal skills (written, oral and utilising IT) and an ability to relate to people at all levels	Selection Process	A
		2.5	Willingness and commitment to professional development	Selection Process	A
		2.6	Excellent organisational skills	Selection Process	A
		2.7	Ability to take a proactive approach to strict deadlines and work on own initiative to ensure that these deadlines are met	Selection Process	A
		2.8	Willingness to be flexible	Selection Process	A
		2.9	Experience of working in a busy office	Selection Process	A
		2.10	Knowledge and interest in Secondary Education	Selection Process	B

		2.11	Knowledge of child protection procedures	Selection Process	B
3.	<b>TECHNICAL SKILLS &amp; ABILITY</b>	3.1	Experience of word processing , spreadsheets, databases, PowerPoint and other computer based systems	Application Form/ Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to undertake continued training and development.	Selection Process	A
		5.2	A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.	Application Form/ Selection Process	A