**GOSFORD HILL SCHOOL**

**PERSON SPECIFICATION**

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| **Post Title:** | Pastoral Assistant |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications & training** | * 5 or more A\*-C at GCSE or equivalent including English and Maths | * A Levels * CAF trained | (A)pplication |
| **Relevant experience** | * experience as an administrator | * working within a secondary school environment * successful record of engaging vulnerable or challenging students | A  R |
| **Skills** | * good interpersonal skills * excellent written and oral communication skills * excellent numeracy skills * excellent ICT skills, particularly in Word, Excel, and email * be flexible as a team player * the ability to deal with people at all levels * good time management | * knowledge of SIMS in a school context | I, (R)eferences  R  R  R  (I)nterview  R  R |
| **Personal qualities** | * self motivated * perspective and a sense of humour * well organised * ability to prioritise, work under pressure and meet deadlines * be able to use initiative * punctual * approachable & empathetic * committed * confidentiality |  | I  I  I  R  R  R  I  R  I |
| **Professional values** | * be sympathetic to the school’s vision and ethos * able to establish and maintain good professional relationships with colleagues, students and parents * positive about working at our school * ability to embrace change * commitment to own professional development |  | I  I  A  I  I |
| **Knowledge & understanding** | * understand the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion |  | I |
| **Other requirements** | * willing to undergo a DBS check * willing to undergo a pre-employment health check |  | I  I |

**All applicants to Gosford Hill School will be expected to fully undertake our safeguarding arrangements and be prepared to comply with all relevant checks to ensure our young people are safe.**