

PERSON SPECIFICATION

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted

Post Title	Pastoral Administrator	Post No	
School	Langley School		
Salary Band/Range	Band C		
Hours/ Weeks	37 hours term time plus INSET days 39 weeks per year		
Responsible to:	Assistant Headteacher i/c Behaviour for Learning/ Deputy Headteacher i/c Pastoral Care		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	GCSE A*-C Maths & English or equivalent or NVQ2 in Business Administration or equivalent	People/ Business Management/ Customer Service Qualification ICT qualifications	Application Form and certificates

Skills & Abilities	Ability to work pro-actively on own initiative, unsupervised, as a Job Share and as part of a wider Office team	Teamwork skills	Application Form and interview
	Ability to be resourceful and solve problems before they become issues		Application Form and interview
	Excellent interpersonal and communication skills [written and oral] at appropriate level for interaction with a variety of service users		Application Form and interview
	Ability to display emotional resilience and work calmly, reliably, accurately and positively under pressure		Application Form and interview
	Ability to organise and prioritise a shared workload	Teamwork skills	Application Form and interview
	Ability to work flexibly and respond to the changing needs of the school	Teamwork skills	Application Form and interview
	Ability to produce high standard reports and word processing documents		Application Form and interview
	Ability to record written and numerical information accurately and reliably		Application Form and interview

	Ability to read and understand comprehensive documents and to relay this information correctly		Application Form and interview
	Ability to multi-task in fulfilling requests from several people		Application Form and interview

Experience & Knowledge	Experience of Microsoft Office programmes eg Outlook, Excel and Word.	Experience of Civica [Corero], Parent Pay and School Comms	
	Experience of working with SIMS or CMIS databases		
	Experience of working in a customer focused team / office environment		
	Experience of working in a collaborative way	Experience of compliance with local government or other large organisation procedures	
	Experience of handling sensitive or confidential information in an appropriate manner	Knowledge and experience of safeguarding procedures in schools	
	Experience of effective relationships with students / young people		
	Able to multi-task in fulfilling requests from several people		
	Experience of paying particular attention to detail		
	Knowledge of GDPR regulations	Experience of working within GDPR regulations	

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application form and Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Application form and Interview
	Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Application form and Interview
	Service Delivery: understands customer needs and responds appropriately.		Application form and Interview

Other Requirements	A commitment to safeguarding and promoting the welfare of children and vulnerable adults.		Application form / interview
	An enthusiasm for involvement with the school community and keen to make a positive contribution to the ethos of the school.		

	Willing to cover for administrative colleagues in emergency situations		
	A willingness to undertake staff training as required, eg Child Protection or H&S		
Compiled/Reviewed by	CTH / DEV/ LBY		
Date	March 2023		