



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post 16 Pastoral and Administrative Support

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Level 2 qualifications in English and Mathematics Evidence of appropriate professional development/a willingness to undertake additional qualifications if necessary 	
Professional Experience	
<ul style="list-style-type: none"> Experience of administrative support 	<ul style="list-style-type: none"> Experience of working within a school
Skills and Aptitudes	
<ul style="list-style-type: none"> Ability to work independently with a clear sense of direction, to pursue priorities in a consistent and determined way Ability to prioritise tasks Creativity and imagination Adaptability Effective organisational skills Excellent communication skills 	
Specialist Knowledge	
<ul style="list-style-type: none"> Highly effective ICT skills in the use of packages such as Word, Excel 	<ul style="list-style-type: none"> Use of SIMS
Personal qualities	
<ul style="list-style-type: none"> A genuine liking for children and young people Enthusiasm and energy when working under pressure and coping with and managing a demanding workload Evidence of good health, attendance and punctuality A willingness to continue to learn and develop oneself and others A belief in and commitment to comprehensive education Be able to establish effective working relationships with colleagues 	