



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE: Pastoral Support Administrator (Safeguarding, Inclusion and Medical Needs)

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Sound general education• GCSE grade C or equivalent in Mathematics and English• Education to A Level standard or equivalent	<ul style="list-style-type: none">• Degree or Higher level education
Experience	<ul style="list-style-type: none">• Previous relevant experience• An administration background which can be applied to the needs of the role	<ul style="list-style-type: none">• Previous experience in a school environment
Ability/Skills	<ul style="list-style-type: none">• A working knowledge and understanding of first aid• Excellent IT skills with the ability to word process and input data accurately at a good speed• Confident use of (MS Office)• The ability to use IT to analyse and manipulate data using MS Excel• Excellent communication and interpersonal skills• Able to maintain confidentiality• Able to deal with a number of different situations in quick succession• Understanding of the role in supporting Teachers, Teaching and Learning and the welfare of students• An administration background which can be applied to the needs of the role• Interest in students as individuals	<ul style="list-style-type: none">• Knowledge of SIMS, Parent Pay, Behaviour Watch or other school applications• First Aid at Work Qualification• Understanding/ knowledge/ experience of the current safeguarding and inclusion agenda in schools
Equal Opportunities	<ul style="list-style-type: none">• Commitment to promoting and supporting the school's equal opportunities policy• Awareness of and commitment to equal opportunities	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	<ul style="list-style-type: none">• Good team member• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour• Good interpersonal skills; able to communicate with people at all levels• Willingness to undergo training as necessary	