**Person Specification**

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| **Job Title: Non – teaching pastoral assistant** | **Salary:** Grade 3B | **Location: Jewellery Quarter Academy** |

**The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications*** GCSE English and Maths (grades A\*-C) or equivalent
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| **Experience, Knowledge, Skills & Competencies*** Demonstrable experience of working within a Pastoral capacity
* Experience of working with senior management
* Experience of working in an educational setting
* Experience of a wide range of administrative functions
* Competent in use ICT packages such as Microsoft Word /Excel and database systems including mail merge
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English’ or ‘The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English
 | XXXXX | XX |
| **Personal Attributes*** Resilience, the ability to work under pressure and be able to meet deadlines
* Ability to think creatively and to prioritise
* Excellent communication skills (including written, oral and presentation skills)
* Excellent interpersonal skills
* A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme
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