

Person Specification – Pastoral Support Officer

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	<ul style="list-style-type: none"> Good standard of education (GCSE passes or equivalent in Mathematics and English). 	<ul style="list-style-type: none"> Word or Excel qualification. 	Application Form Pre-employment checks Interview Process
Experience/Knowledge	<ul style="list-style-type: none"> Experience of working in an educational setting 	<ul style="list-style-type: none"> Experience in registration procedures. Experience of working in an office environment. 	Application Form Interview Process
Skills and Abilities	<ul style="list-style-type: none"> Accurate computer data entry. Ability to manipulate data in Excel Spreadsheet. Ability to do statistical analysis on data. Good record keeping and organisational skills. Excellent telephone manner. Ability to empathetically relate to parents/staff. Good written and oral communication skills. Ability to work independently and as part of a team. Ability to remain calm under pressure. Ability to prioritise tasks. 	<ul style="list-style-type: none"> Report writing and student record keeping 	Application Form Interview Process References
Personal Qualities	<ul style="list-style-type: none"> Able to support and contribute to the mission of the College. Flexibility in response to changing college needs including working routines and practices. 	<ul style="list-style-type: none"> Empathy with the 16-19 age group. 	Application Form Interview Process References
Other	<ul style="list-style-type: none"> Support effective safeguarding of all young people throughout the College. Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc. 		Application Form Interview Process