



PERSON SPECIFICATION: Chaplain

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience, Training and Knowledge			
Experience working with young people		√	Application/Interview
Proven success in forging and developing positive relations with young people and all those involved in their education		√	Application/Interview
Able to demonstrate excellent working knowledge of MS Office word and Excel		√	Application/Interview
Personal Skills and Attributes			
Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	√		Application, Interview
Experience of working successfully with a variety of stakeholders, including Diocese, Governors and high schools		√	Application, Interview
Demonstrate a commitment to, and understanding of, the Catholic Church and Catholic education	√		Application, Interview
Have an awareness and understanding of current developments in the Catholic Life of a College	√		Application, Interview
Have a sufficient confidence in his/her own faith journey to be able to support and encourage others in their journey of faith	√		Application, Interview
Positive recent examples of displaying sound common sense, energy, sense of humour, vision and creativity	√		Application, Interview
High tolerance levels, openness to change and a lightness of spirit that is able to cope with the tension between being and doing.	√		Application, Interview
Positive and approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work	√		Application, Interview
Be relentlessly proactive with students, staff and all members of the College community	√		Application, Interview
Have a commitment to a student-centred approach to the learning process	√		Application, Interview
Ability to remain calm under pressure	√		Application, Interview
Excellent interpersonal/communication skills and able to deliver presentations to an audience	√		Application, Interview
Excellent problem-solving skills	√		Application, Interview
Have an ability to enthuse, inspire and motivate staff and students	√		Application, Interview
Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	√		Application, Interview
Able to demonstrate successful experience of using own initiative to organise own workload	√		Application, Interview
Have an ability to set and achieve high standards for themselves, colleagues and students	√		Application, Interview
Able to demonstrate successful experience working as a member of a team	√		Application, Interview
Have a sense of humour, be able to keep issues in perspective, and celebrate success	√		Application, Interview
Flexible to work some evenings / weekends at certain times of the year to support liaison and marketing events	√		Application, Interview
Reliable & Punctual	√		
Able to communicate clearly and professionally with students and staff	√		Application, Interview
Demonstrates integrity, confidentiality and professionalism	√		Application, Interview
Readiness to tackle unsatisfactory practice and total commitment to providing a high-quality service	√		Application, Interview
A clear commitment to the principles and practices of Keeping Children Safe in Education (KCSIE), equality and diversity and the safeguarding of children and young people	√		Application, Interview
Understanding and commitment to equal opportunities	√		Application, Interview

Qualifications			
Certificate of Higher Education in Chaplaincy		√	Application
A good Honours Degree		√	Application
Knowledge of recent developments in the sixth form sector and how these may impact a Catholic Sixth Form College		√	Application
Personal			
Be a practising Catholic and able to provide a reference form a Priest	√		Pre-employment check
Enhanced DBS Disclosure Clearance *	√		Pre-employment check
Medical Clearance *	√		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	√		Application, Interview
<i>* both will follow an initial offer of employment</i>			
<i>St John Rigby College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i>			