

Pastoral Support Administrator Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Knowledge, Experience and Skills	Educated to A-Level or equivalent (or substantial equivalent experience)	✓		A
	Degree in relevant subject area		✓	A
	Substantial experience of working in an administrative role	✓		A, I
	Evidence of recent or ongoing CPD	✓		A, I
	Substantial experience of working with young people in a school environment	✓		A
	Excellent ICT skills including a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Knowledge of SIMs software		✓	A, I
Supervision / Management and Decision Making	Responsible for high standards of support to the Unit	✓		A, I
	Responsible for providing information and advice to colleagues and coordinating the work provided for students	✓		A, I
	Responsible for acting semi-autonomously with little supervision	✓		A, I
JOB COMPETENCIES				
Working with people	Exceptional standard of written and oral communication skills	✓		A, I
	Uses a range of communication skills effectively and responds appropriately and professionally to a wide range of staff and students in school	✓		I
	Builds good relationships with people and cares for others	✓		I
	Shows respect and sensitivity towards cultural, religious, social and academic differences and overcomes barriers to understanding.	✓		I
	Ability to deal with sensitive or difficult situations and diffuse challenging behaviour	✓		I
	Maintains a high degree of confidentiality	✓		A, I
Analysing and interpreting	Ability to analyse numerical data, verbal data and other sources of information.	✓		I
	Demonstrable experience of report writing and data analysis		✓	A, I
	Applies own expertise effectively and quickly learns new technology	✓		A, I

Organising and Executing – Planning and Organising	Focuses on student and pastoral colleagues needs and satisfaction and works in a systematic, methodical and orderly way	✓		A, I
	Evidence of ability to prioritise workload of self and others (including diary management).	✓		A, I
	Able to use initiative and seek solutions to problems	✓		I
Following instructions and procedures	Understands and complies with the legal obligations and safety requirements of the role.	✓		A, I
	Appropriately follows policies and procedures.	✓		I
	Appropriately follows instructions and demonstrates an ability to adapt and respond to changing circumstances.	✓		I
Adapting and Coping – Coping with Pressures and Setbacks	Ability to work independently and achieve administration tasks whilst supervising the students in the unit.	✓		A, I
	Handles constructive feedback well and learns from it.	✓		I
	Ability to maintain a calm approach and work effectively under pressure. Keeps emotions under control during difficult situations.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

A = by application, I = assessed on Interview Day