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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**PASTORAL SUPPORT OFFICER - PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Education, Training and Qualifications | * 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience
 | * Evidence of further qualifications and training
 | Application form CertificatesInterview |
| Experience and knowledge | * General clerical and administration experience
* Working as part of a team
* Ability to use office technology
* Knowledge of Microsoft Office
* Competent in data entry/analysis and reporting requirements
 | * Pastoral work in a school/youth service setting
* Knowledge of SIMS (Schools Information Management System)
* Knowledge of adolescent behaviour and management issues
* Knowledge of working with families to promote cohesion and achievement
* Awareness of schools’ accountability structures
* Knowledge of child safeguarding procedures
 | Application form InterviewReferences |
| Aptitudes and Abilities | * Computer literate with good keyboard skills
* High level of accuracy and attention to detail
* Ability to assimilate information
* Good organisational and communication skills
* Ability to work under own initiative
* Excellent student/parent care skills
* Excellent listening skills
* Ability to handle confidential information with discretion
* Professional communication skills both in person and on the telephone
 |  | Application form InterviewReferencesPractical testing |
| Other personal attributes | * Self motivated
* Good interpersonal skills
* Ability to manage and priorities a busy workload
* Willingness to undertake a variety of administrative tasks with accuracy
* Commitment to Equal Opportunities
* Display commitment to the protection and safeguarding of children and young people
 |  | Application form InterviewReferences |