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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 Certificates  Interview |
| 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  Interview  References |
| 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  Interview  References  Practical 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  Interview  References |