



**PERSON SPECIFICATION  
PASTORAL SUPPORT OFFICER**

<b>General heading</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education</b>	To A Level / Vocational Level 3 Equivalent	Educated to degree level or equivalent Coaching/Mentoring Qualification (or working towards)
<b>Knowledge and Experience</b>	Experience of working with young people Good MS skills including Excel skills	Experience of working with a wide range of people Background in youth work
	Experience of working flexibly within a team	
	Experience of organising and maintaining electronic and manual filing systems.	
		Excellent numerical and analytical ability
		Knowledge and experience of Management Information Systems
	The ability to work accurately, using own initiative and to work in an organised and flexible manner.	
<b>Skills and Abilities</b>	Excellent communication and interpersonal skills	
	Ability to make quick, appropriate and informed decisions	
	Excellent time management, with experience of responding efficiently and effectively to queries	
	To be able to keep calm under pressure and work to deadlines.	
	Ability to assess and organise resources and plan and progress work activities	
	The ability to develop new and current systems that are accurate and efficient.	
	Written – Able to write a range of letters, e-mails and reports to staff at all levels, external organisations, students and students.	
<b>Communication</b>	Verbal – Ability to exchange information clearly in person and by telephone. Liaison and discussion with senior leaders regarding issues that impact on student attendance.	
	Relationships – Ability to form excellent and productive relationships with students, parents and staff.	
<b>Working with others</b>	Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work.	
<b>General</b>	Health & Safety – An understanding of Health and Safety in the workplace and how this applies.	
	Continuous Professional Development – Commitment to increasing own learning and development.	
	Confidentiality – Good understanding of confidentiality issues and the ability maintain this at all times.	
	Commitment to safeguarding young people	
	Desire for constant improvement	
<b>Personal Qualities</b>	High integrity and discretion	
	High level of commitment	
	High level of personal organisation	
	Professional approach to working practice	Ability to be self-directed and motivated

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.