

Person Specification - Chaplaincy Assistant

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualifications in English and Maths (GCSE grade C/5 or above)	Essential		Application Certificates
A good general education	Essential		Application Certificates
Further or higher Education qualification in relevant area		Desirable	Application Certificates
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificates
Professional Experience and Knowledge			
Successful experience of working in an educational setting		Desirable	Application
Understanding of the Roman Catholic and Anglican traditions	Essential		Application Interview
Experience of leading Christian youth groups		Desirable	Application Interview
Ability to manage and deal with confidential data/issues appropriately	Essential		Application Interview
A knowledge or experience of Child Protection and Safeguarding procedures	Essential		Application Interview
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Ability to use IT effectively	Essential		Application Interview

Well-developed interpersonal skills	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Ability to use new and emerging technologies to support improvement	Essential		Application Interview
Experience of working in a busy and changing environment	Essential		Application Interview
Experience of working with common software packages - Microsoft Office, Email/Internet, Google Suite	Essential		Application Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview

The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview