



Pastoral Support Administrator
Person specifications

		Essential	Desirable
Qualifications	Formally recognised qualifications including Maths and English – Grade C or equivalent	✓	
	Commitment to continual professional development	✓	
	Evidence of professional development (INSET attendance, course, personal study...)		✓
Experience / Skills			
Experience / Skills	Experience of working with young people	✓	
	Excellent written and communication skills	✓	
	Proven ability to work under pressure and be able to prioritise	✓	
	Being able to confidently use common Microsoft packages	✓	
	Ability to quickly adapt to using new systems and software packages	✓	
	Experience of an educational setting		✓
	Knowledge of relevant legislation, including current Safeguarding Training		✓
	Experience of, or commitment to engaging in restorative practices		✓
Personal qualities			
Personal qualities	High expectations of children and parents and the ability to develop high quality relationships with them	✓	
	Excellent organisational and time-management skills	✓	
	Solution-focussed attitude	✓	
	Positive team spirit, commitment to the shared ethos of the college	✓	
	Commitment to the Catholic Values of the college	✓	