

CHARTERS SCHOOL

PERSON SPECIFICATION

Associate Staff – Pastoral Support Administrator

	ESSENTIAL	DESIRABLE	EVIDENCE
Knowledge and qualifications	<ul style="list-style-type: none"> • Good standard of education • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Current, full and clean driving licence with D1 category able to drive school minibus 	<ul style="list-style-type: none"> • Basic first aid knowledge • Knowledge of adolescent behaviour and management issues • Knowledge of working with families to promote cohesion and achievement • Knowledge of Child Safeguarding procedures • Experience of driving larger vehicle 	Application form
Experience	<ul style="list-style-type: none"> • Competent in the use of ICT systems in particular Microsoft Office: word, excel, powerpoint • Working as part of a team and on own initiative • Responding to queries and simple problem solving • Setting up and maintaining administration systems including electronic systems • Recent general clerical and administration experience • Recent pastoral work in a school / youth service setting 	<ul style="list-style-type: none"> • Experience in ParentPay, SIMS, OneDrive, Sharepoint and Evolve • Specialist knowledge in child behaviour/special needs eg autism • A relevant counselling qualification BACP 	Application form /interview/ reference
Quality of Relationships	<ul style="list-style-type: none"> • An ability to work with members of a team • Able to relate to students, teachers, parents in calm and sympathetic manner • Ability to display fairness and respect for students and colleagues 		Interview/ application form
Personal Style and Characteristics	<ul style="list-style-type: none"> • Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Sense of humour 		Interview/ reference
Skills and Aptitude	<ul style="list-style-type: none"> • Ability to demonstrate methodical, organised and flexible approach to work • Effective listening, verbal and written communication skills • Excellent interpersonal skills, ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Well organised, ability to meet deadlines • Ability to design and process a wide range of documents in accordance with instruction and in-house style, paying attention to detail • Ability and willingness to learn quickly 		Interview

	<ul style="list-style-type: none"> • Ability to maintain a high level of confidentiality and discretion at all times • Able to manage student behaviour in accordance with school behaviour policy 		
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HR/recruitment/associate staff/person specifications/pastoral support administrator/sep21