

Person Specification:

Pastoral Support Assistant

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of general office duties</li> <li>• Systems administration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of delivering advice and guidance</li> <li>• Experience or knowledge of Safeguarding</li> <li>• Experience of first aid and/or youth mental health first aid</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• GCSE or equivalent Maths and English</li> <li>• NVQ 2 or equivalent</li> <li>• Excellent working knowledge of Microsoft Office, especially Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent continued professional development</li> <li>• ECDL (or equivalent)</li> <li>• First Aid Qualification</li> <li>• Youth Mental Health First Aid</li> </ul>
Special Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to motivate, engage and connect with young people</li> <li>• High level of confidentiality and discretion</li> <li>• Excellent communication skills both oral and written</li> <li>• Ability to work calmly and effectively under pressure with changing priorities</li> <li>• Excellent administrative, organisational and record-keeping skills</li> <li>• Adaptable, flexible and a good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Bromcom software</li> </ul>
Additional Factors	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Commitment</li> <li>• Self-motivated</li> <li>• Can-do attitude</li> <li>• Resilience, adaptability and confidence</li> <li>• Commitment to equal opportunities, inclusion and safeguarding</li> </ul>	

**When shortlisting, the panel will seek evidence of the criteria above.**