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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**PASTORAL SUPPORT OFFICER - PERSON SPECIFICATION**

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Education, Training and Qualifications | * 5 x GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience. | * Evidence of further qualifications and training. | Application form and letter  Interview |
| Experience and knowledge | * General clerical and administration experience. * Working as part of a team. * Ability to sue office technology. * Knowledge of Microsoft Office. * Competent in data entry/analysis and reporting requirements. | * Pastoral work in a school/youth service setting. * Knowledge of SIM (Schools Information Management System) * Knowledge of SISRA. * Knowledge of adolescent behaviour and management issues. * Knowledge of working with families to promote cohesion and achievement. * Awareness of schools’ accountability structures. * Knowledge of child safeguarding procedures. | Application form and letter  Interview  Reference |
| Skills and Abilities | * Computer literate with good keyboard skills. * High level of accuracy and attention to detail. * Ability to assimilate information. * Good organisation and communication skills. * Ability to work under own initiative. * Excellent student/parent care skills. * Excellent listening skills. * Ability to handle confidential information with discretion. * Professional communication skills both in person and on the telephone. |  | Application form and letter  Interview  Reference |
| Other Personal Attributes | * Self motivated. * Good interpersonal skills. * Ability to manage and prioritise a busy workload. * Willingness to undertake a variety of administrative tasks with accuracy. * Commitment to Equal Opportunities. * Display commitment to the protection and safeguarding of children and young people. |  | Application form and letter  Interview  Reference |