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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 letterInterview |
| 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 letterInterviewReference |
| 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 letterInterviewReference |
| 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 letterInterviewReference |