

Budmouth Academy Weymouth Support Staff Person Specification

Job title:	Schools Pastoral Admin Officer	
Reports to:	Pastoral Vice Principal	Scale E: Points 7 - 11

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	(See Key)
Essential	
1. GCSE English and Maths (A*-C) or equivalent	1, 2 & 3
Desirable	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
KNOWLEDGE	
Essential	
3. Proficient user of Microsoft Office	1
4. Current understanding of Data Protection/GDPR	1, 3 & 4
5. Excellent customer service and communication skills	1, 3 & 4
Desirable	
6. Knowledge of school SIM's system	1 & 3
EXPERIENCE	
Essential	
7. Significant reception/office experience Inc. phone and email systems.	1, 3 & 4
8. Experience of first class customer service	1, 3 & 4
Desirable	
9. Previously worked in or with a school setting	1
KEY SKILLS	
Essential	
10. Sound interpersonal skills	1, 3 & 4
11. Ability to work independently but know when to seek help	1 & 3
12. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4
OTHER FACTORS	
Essential	
13. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
14. Personal and professional resilience to a challenging role	1 & 3
15. Flexibility in working hours according to the needs of the role/school	1 & 3
16. Able to deal with highly confidential information	1, 3 & 4
17. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
18. Ability to work with a wide variety of people internal and external school	1 & 3

Person Specification prepared by:	HR
Designation:	Budmouth Academy Weymouth
Date:	January 2022

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References