



Person Specification

Job Title: Pastoral Support Officer

Qualifications	Essential	Desirable
Level 2 qualification in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Knowledge of issues affecting young people and how to offer supportive assistance	✓	
Experience of working in a school environment		✓
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Good time management and organisation skills	✓	
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures		✓
Other		
Satisfactory DBS check	✓	