



ST ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Headteacher Mrs E Loveland

PERSON SPECIFICATION

Job Title: KS5 Pastoral Manager

Grade: Sc5-6 36 hours per week plus 45mins contractual O/t
41 weeks per year

| St. Anne's Catholic High School for Girls is committed to safeguarding and promoting the welfare of children and young people, our expectation is that all staff and volunteers share this commitment. | | | |
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| Essential Criteria | How Identified | Desirable Criteria | How identified |
| Exceptional organisation and time management skills. | Application form and selection process | Experience of working with secondary school students and staff | Application form and selection process |
| Display excellent attention to detail and accuracy | Application form and selection process | Experience of working with secondary school students and staff | Application form and selection process |
| Able to remain calm under pressure, work to deadlines and manage competing priorities. | Application form and selection process | Ability to self-evaluate training needs and actively seek learning opportunities | Application form and selection process |
| Adaptability to changing circumstances/ideas | Application form and selection process | Experience of working in a school or learning environment | Application form and selection process |
| Make decisions based on understanding of relevant information | Application form and selection process | Experience of working in a similar role, providing administrative and pastoral support to both a specific team of staff, and the organisation as a whole. | Application form and selection process |
| Demonstrate sound judgement | Application form | | |

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| with the ability to present solutions. | and selection process | | |
| Ability to relate well to children and adults on all levels | Application form and selection process | | |
| Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills | Application form and selection process | Experience in facilitating & hosting meetings and events | Application form and selection process |
| Work constructively as part of a team | Application form and selection process | | |
| Ability to work autonomously and under your own initiative | Application form and selection process | | |
| An understanding of the principles of efficient and effective administrative support | Application form and selection process | | |
| Effective use of ICT systems and packages (e.g. word/excel/powerpoint) to produce comprehensive reports | Application form and selection process | | |
| QUALIFICATIONS/ TRAINING | | | |
| A grade 'C' or above GCSE in English and Maths (or equivalent) | Application form and selection process | | |
| Current First Aid at Work qualification or demonstrate a willingness to undertake this | Application form and selection process or willingness to undergo appropriate training | | |
| Personal competencies and Qualities | | | |
| Flexible approach to meet daily demands of the role | Selection process | Determination to succeed and the highest possible expectations of self and others | Selection process |
| Self-motivated and ability to use initiative to ensure tasks are completed | Selection process | Reliability and integrity | Selection process |
| An excellent record of attendance and punctuality | Selection process | Resilience and perspective | Selection process |

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| Seek advice and support when necessary | Selection process | | |
| OTHER CONDITIONS | | | |
| Enhanced DBS Check | | | |
| Satisfactory References | | | |
| Pre-employment Health Check | | | |
| Training will be provided and you will be fully supported in your role | | | |