

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Pastoral Secretary - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
SKILLS, KNOWLEDGE AND APPTITUDE	• Excellent communication skills both written and verbal	✓		A / R / I
	• Ability to prioritise work load	✓		A / R / I
	• Accurate record keeping	✓		A / R / I
	• Be able to write clear and concise reports	✓		A / R / I
	• Knowledge of Microsoft Office applications	✓		A / R / I
	• Experience of SIMS		✓	A / R / I
QUALIFICATIONS AND TRAINING	• Good standard of general education	✓		A / R / I
	• Willingness to embrace personal development	✓		A / R / I
EXPERIENCE	• Sound organisational skills	✓		A / R / I
	• Good standard of computer literacy	✓		A / R / I
	• Experience of working in an educational setting or with young people		✓	A / R / I
ADDITIONAL FACTORS	• Patience and understanding of issues related to young people	✓		A / R / I
	• Ability to communicate confidently at all levels from students to senior leaders	✓		A / R / I
	• Flexible approach to work	✓		A / R / I
	• Willingness to participate in evening events as required e.g. Open Evenings		✓	A / R / I

Key:

A = Application

R = Reference

I = Interview