



Pastoral Manager – Person Specification

Actual Salary £18,237 - £19,999 pro rata
36.25 hours per week, 8.00am – 4.00pm
Full time, term time only, plus 5 days

Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ Educated to A Level standard (or equivalent) with Grade C or above in English and Maths 	<ul style="list-style-type: none"> ▪ Willingness to undertake further training and development as required
<u>Experience</u>	
<ul style="list-style-type: none"> ▪ Experience, either voluntary or paid employment relative to the post 	<ul style="list-style-type: none"> ▪ Previous experience of working in school environment or of working with young people
<u>Knowledge, Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ Knowledge of computer information systems ▪ Knowledge of the educational sector ▪ Ability to command authority and respect ▪ Ability to work independently and as part of a team ▪ Good written and spoken communication skills both face to face and telephone ▪ Ability to ensure confidentiality ▪ Ability to work efficiently at speed ▪ Ability to be self-motivating ▪ Ability to work under pressure and to tight deadlines ▪ Ability to prioritise workload ▪ Ability to remain calm in difficult situations ▪ Ability to be consistent and firm ▪ Ability to develop and analyse data 	<ul style="list-style-type: none"> ▪ Good understanding of SIMS applications
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ A range of personal and interpersonal skills ▪ Flexibility and adaptability ▪ Self disciplined and methodical ▪ uses Initiative ▪ Positive outlook ▪ The ability to motivate and persuade ▪ Smart, professional appearance ▪ Friendly manner ▪ CRB clearance ▪ A genuine commitment to improving the quality of provision for students in our School 	