# SIR ROGER MANWOOD’S SCHOOL: KS3 PASTORAL ADMINISTRATOR

**PERSON SPECIFICATION**

# Qualifications & Experience

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| Essential | Desirable |
| Experience of effective team working | Educated to degree standard or equivalent |
| Experience of producing own documentation, or drafting for others | Experience of covering lessons |
|  | First Aid qualification or willingness to gain one |

# Knowledge & Skills

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| Essential | Desirable |
| Excellent organisational skills and ability to deal with a number of events and tasks with competing timescales | Awareness of data protection legislation |
| Excellent demonstrable verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents, media and other professionals | Working knowledge of SIMS software package |
| Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems |  |
| Ability to work constructively as part of a team, understanding school roles and responsibilities |  |
| Ability to manage projects, liaising with colleagues to meet project deadlines and objectives |  |
| Ability to see the ‘bigger picture’ and understand how small things contribute to overall image |  |
| Ability to build and form good relationships with colleagues, parents and students |  |
| Ability to absorb and understand a wide range of information |  |

# Personal Qualities

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| Essential | Desirable |
| Able to demonstrate a ‘can-do’ attitude, with a creative approach to problem-solving |  |
| Able to follow direction from Line Manager |  |
| Ability to show initiative and work under pressure |  |
| Able to identify when to ask for guidance if the situation demands it |  |
| Able to work flexibly to support others and respond to unplanned situations |  |
| Able to appropriately deal with confidential information |  |
| Efficient and meticulous in organisation |  |
| Desire to enhance and develop skills and knowledge through CPD |  |
| Willing to work within agreed organisational procedures, processes and to meet the required standards for the role |  |
| Commitment to the highest standards of child protection |  |
| Recognition of the importance of personal responsibility for Health & Safety |  |
| Commitment to the school’s ethos, aims and its whole community |  |