

Person Specification:

Post: **Pastoral Support Assistant**

Responsible for: **Admin and Support for the Pastoral Team**

Criteria	Essential Qualities	Desirable Qualities
Qualifications and training	<ul style="list-style-type: none"> GCSE (or equivalent) in English and maths 	<ul style="list-style-type: none"> Higher level qualifications
Experience	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Relevant experience in a school or with children
Skills and knowledge	<ul style="list-style-type: none"> Excellent IT skills including experience in using spreadsheets. Effective communication, organisational and interpersonal skills Ability to build effective working relationships with staff and other stakeholders 	<ul style="list-style-type: none"> Knowledge of Google suite of software Ability to keep accurate records of meetings and conversations
Personal qualities	<ul style="list-style-type: none"> A commitment to getting the best outcomes for all pupils Uphold and promote the ethos and values of the school Ability to work under pressure, remain calm and prioritise effectively Maintain confidentiality at all times Meeting deadlines imposed internally and externally. Commitment to safeguarding and equality Desire to source and attend relevant CPD to ensure Langtree continues to deliver best practice. 	