

HELSEBY HIGH SCHOOL



Person Specification: Pastoral Administrator (AAAE5187)

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English • Willingness to undertake appropriate training. 	<ul style="list-style-type: none"> • First Aid qualification • Recognised qualification in Business Administration 	Application & Certificates
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in an administration environment. 	<ul style="list-style-type: none"> • Experience within a school context including its internal systems, structure, organisation and layout 	Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Keyboard skills & knowledge of spreadsheets, Word, Outlook and Internet. • Excellent communication skills. • Good standards of spelling, grammar and punctuation. • Ability to produce accurate and high quality word processed documents. • Numeracy skills, Basic office skills – knowledge of office systems, filing, record keeping and organisational skills. • Ability to deal with people, answer phones and pass on messages 	<ul style="list-style-type: none"> • Knowledge of SIMS packages 	Application References Interview
Personal Qualities	<ul style="list-style-type: none"> • Customer focused with a positive attitude. • Ability to work independently and as part of a team. • Self-motivation, enthusiasm and ability to work under pressure. • Willingness to take initiative and take responsibility • Ability to demonstrate tact and confidentiality • Commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Commitment to personal development 	References Interview