

PERSON SPECIFICATION: Pastoral Support Assistant

Core Competencies	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and Mathematics • Previous administration experience 	<ul style="list-style-type: none"> • A Level or higher Education qualifications • Experience of working in a busy office environment • Experience of working in a school or similar establishment • Experience of organising meetings and accurate minute taking • Experience of managing data and maintaining accurate records and filing systems • First aid qualification or willingness to gain one
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues • Ability to work constructively as part of a team, understanding school roles and responsibilities • Ability to proficiently use office computer systems including the Microsoft Office packages and database and internet systems • Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students, other professionals, visitors and callers • Good standard of numeracy and literacy skills • Ability to absorb and understand a range of information • Ability to manage and deal with confidential data / issues appropriately 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure • Able to follow direction and work in collaboration with line manager and leadership team • Able to work flexibly to support others and respond to unplanned situations • Efficient and meticulous in organisation • Able to deal with confidential information as appropriate • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of Child Protection and Safeguarding 	

	<ul style="list-style-type: none">• Recognition of the importance of personal responsibility for health and safety• Commitment to the ethos and aims of Cambourne Village College and its whole community	
General	<ul style="list-style-type: none">• Satisfactory DBS Enhanced Disclosure	

The Governing Body of Cambourne Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.