



Pastoral Administration Assistant - Person Specification

Criteria		Evidence	Scoring Method
Qualifications and experience	Good standard of education including literacy and numeracy (Level 2 or equivalent standard)	A	Pass/Fail
	Experience of working in an office environment in an administrative role	A/I	Numerical Scale
	Experience of working in a school environment is desirable	A/I	Numerical Scale
	First Aid qualification (or willingness to work towards) is desirable	A/I	Numerical Scale
Knowledge and Skills	Has well-developed ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	A/I	Numerical Scale
	Demonstrates effective communication skills (both orally and in writing), relevant to the audience and purpose.	A/I	Numerical Scale
	Able to complete a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> - Word and data processing, - Collation of information and production of reports - Managing spreadsheets - Prioritisation of workload - Filing 	A/I	Numerical Scale
	Awareness of pastoral policies and procedures is desirable	A/I	Numerical Scale
Values and Behaviours	Kindness Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical Scale
	Trust Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	Service Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. Behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well	I	Numerical scale
	Optimism Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale

A = Application (inc. supporting letter), I = assessed during Interview Day(s)

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.