

**MAGDALEN COLLEGE SCHOOL**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

**PASTORAL ADMINISTRATION ASSISTANT**

**PERSON SPECIFICATION**

<b>Essential Qualities and Experience</b>	<b>Desirable Qualities and Experience</b>
Excellent ICT skills, and competent with spreadsheets in order to accurately store and manipulate student information	Experience of working with young people in secondary schools
Numerate and literate in order to be able to communicate effectively with all stakeholders in writing	Educated to GCSE standard including good grades at GCSE maths and English
An ability to communicate well with students, staff and parents both verbally and in writing	First Aid Qualifications
Excellent interpersonal skills with young people and adults, and an ability to get the best out of them by: <ul style="list-style-type: none"><li>• Dealing sensitively and patiently with them and treating them with respect</li><li>• Approaching difficult situations calmly</li><li>• Listening actively</li><li>• Showing empathy</li></ul>	
An ability to contribute to the work of the pastoral team, but also to be self-motivated and to be able to take the initiative and work flexibly independently	
A commitment to inclusive and comprehensive education in order to provide the best possible support for students of all ages and abilities	
Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties	