

DISS HIGH SCHOOL

Person Specification

PASTORAL SUPPORT OFFICER

Qualifications and training

ESSENTIAL: GCSE (or equivalent) in English and Maths (minimum Grade C/Level 4)

Experience

- Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.
- Experience of working and communicating effectively with relevant agencies.
- Experience of building relationships with children and their parents, particularly the most vulnerable.

Skills and Knowledge.

- Ability to work with a range of people with the aim of ensuring the safety and welfare of children.
- Excellent record keeping skills.
- Good IT skills.
- Effective communication and interpersonal skills.

Personal Qualities.

- Integrity and honesty.
- Ability to work under pressure and prioritise effectively.
- Resilience to be able to cope with sometimes distressing situations.
- Commitment to always maintaining confidentiality.