



Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

Kents Hill Park School

Person Specification – Pastoral Assistant

		Essential	Desirable	A/C/I/R
Qualifications and Education	Good literacy and numeracy skills, studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	*		A
	Good ICT skills	*		A
	Counselling qualification or willingness to undertake a course		*	AI
	Designated Safeguarding Lead accreditation or willingness to undertake a course		*	AI
Experience	Experience of working with children/young people in a learning/education or similar environment	*		AIR
	Current knowledge and experience of using databases such as SIMS, and Microsoft programmes such as outlook, excel and word	*		IR
	Experience of working with vulnerable families	*		IR
	Experience of creating and implementing action plans	*		IR
	Experience of delivering targeted interventions to children and their families	*		IR
	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	*		IR
	Self-motivated and able to work constructively as part of a team	*		IR
	Covering the schools isolation room and supporting pupils with their work	*		IR
Skills and Abilities	Ability to build and form good relationships with pupils, parents/carers and colleagues	*		R
	Highly organised and effective under pressure	*		IR
	Ability to work constructively as part of a team, understanding school roles and responsibilities	*		AR
	Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers	*		IR
	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, pupils and other professionals	*		AR



Web: www.kentshillpark.school Email: office@kentshillpark.school Telephone: 01908 533290

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	Encouraging inclusivity and engagement in learning and behaviour	*		IR
	Ability to take responsibility and work on initiative within set boundaries	*		IR
Personal Qualities	Commitment to the highest standards of safeguarding and child protection	*		AR
	Initiative and ability to prioritise one's own work	*		R
	Able to follow direction and work in collaboration with Line Manager/Team	*		R
	Able to work flexibly to meet deadlines and respond to unplanned situations	*		AR
	Desire to enhance and develop skills and knowledge through CPD	*		R
	Recognition of the importance of personal responsibility for Health & Safety	*		R
	Commitment to the school ethos, aims and its whole community	*		R

A - Application form

I - Interview

R - References



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