



**Person Specification for  
Pastoral Mentor**

SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
<b>Qualifications and experience</b>			
Experience of working in a related role	X		Application Form / Interview / Reference
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics, or equivalent work experience of at least 2 years.	X		Application Form
Experience of working in a school		X	Application Form / Interview
Proven track record of working independently and being self-motivated	X		Application Form / Interview / Reference
<b>Knowledge and understanding</b>			
Knowledge of schools administration		X	Application Form / Interview
<b>Skills</b>			
Flexible in approach to workload management- able to prioritise tasks	X		Application Form / Interview / Reference
Efficient and enthusiastic	X		Application Form / Interview / Reference
Excellent communication, interpersonal and organisational skills	X		Application Form / Interview / Reference
ICT skills, including word processing, use of excel spreadsheets and interpreting data	X		Application Form / Interview
Experience of using SIMS		X	Application Form / Interview
<b>Personal characteristics</b>			
Initiative	X		Application Form / Interview / Reference
Can motivate others and able to work well within a team	X		Application Form / Interview / Reference
Reacts positively to challenges	X		Application Form / Interview / Reference
Is committed to safeguarding the welfare of pupils and staff	X		Application Form / Interview / Reference
A commitment to fostering the ethos of the school	X		Application Form / Interview
Desire to work in an educational environment	X		Application Form / Interview