



Bilston Church of England Primary School

Person Specification

Pastoral Assistant

Factors	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> Working with vulnerable groups Communicating to people at all levels Safeguarding knowledge 	<ul style="list-style-type: none"> Safeguarding qualification Working with families Working with professional services 	<ul style="list-style-type: none"> Application form References Interview
Education and Training	<ul style="list-style-type: none"> Good levels of literacy and numeracy Written and verbal communication skills 	<ul style="list-style-type: none"> Working in a school with vulnerable groups Health & Safety knowledge First Aid Certificate 	<ul style="list-style-type: none"> Application form References Selection process Interview
Special knowledge & Skills	<ul style="list-style-type: none"> Supporting learning in tackling underachievement 	<ul style="list-style-type: none"> Knowledge of mental health Working on improving Attendance 	<ul style="list-style-type: none"> Interview Application form
Personal Qualities	<ul style="list-style-type: none"> Work on own initiative To be fully committed to equality of opportunity for children, staff, parents and members of the wider community To have high expectations Ability and willingness to work as a member of a team Ability to work effectively with all staff 	<ul style="list-style-type: none"> To be able to maintain enthusiasm when dealing with routine work To have a sense of humour 	<ul style="list-style-type: none"> Selection process Interview