



Pastoral Manager (Maternity Cover) - Person Specification

Specification	Essential	Desirable
Safeguarding	<ul style="list-style-type: none">• Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures	
Qualifications	<ul style="list-style-type: none">• GCSE Grade C or above English and Maths• Evidence of continuous professional development	
Knowledge, and Experience	<ul style="list-style-type: none">• Good ICT skills – Word, Excel etc• Awareness of the importance of confidentiality and data protection• Experience of behaviour management with secondary school students	<ul style="list-style-type: none">• Knowledge of SIMS and CPOMS• Awareness of school environment and recent on-going developments in education Knowledge of safeguarding regulations
Skills/Abilities	<ul style="list-style-type: none">• Excellent organisation skills• Ability to communicate effectively• Ability to prioritise work• Ability to meet deadlines• Ability to manage own very busy workload• Attention to detail• Behaviour management skills• Presentation skills• People skills• Ability to hold people to account	
Personal Qualities	<ul style="list-style-type: none">• Commitment• Drive and enthusiasm• Calm, patient and an appreciation of a sense of humour• Team player• Flexible attitude• Smart, professional appearance• Good time-keeping	

Holmer Green Senior School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.

As part of the shortlisting process, we will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.