

## The Piggott School



### Person Specification Pastoral and Communications Assistant KS5

<b>Professional Attributes:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills and interpersonal skills, positive and approachable	✓	
Excellent literacy, numeracy and computer skills	✓	
A secure working knowledge of MS Excel, MS Word and School Information Management Systems (SIMS)		✓
Ability to work within a team working environment and also able to work independently	✓	
Confidentiality at all times	✓	

<b>Personal Attributes:</b>	<b>Essential</b>	<b>Desirable</b>
Be able to support and promote the Christian ethos, vision and values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Have effective organisational and time management skills	✓	
Have the ability to prioritise, plan, monitor and evaluate	✓	
Have genuine respect for all members of our school community	✓	
Have enthusiasm for being involved in the life of a busy school	✓	
Be aware of safeguarding and child protection issues and good practice in E-Safety	✓	
Be calm under pressure, adaptable and energetic	✓	
Have a sense of responsibility	✓	
Have a sense of humour	✓	
Be flexible and able to use initiative	✓	