



# Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

## Cardinal Wiseman – Person Specification

	Essential	Desirable	Evidence
<b>Qualifications/Education:</b>			
4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths	✓		
Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels		✓	
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.		✓	
<b>Knowledge, Skills &amp; Experience:</b>			
Understanding of the distinctive nature of a faith school	✓		
Working successfully and cooperating as a member of a team.	✓		
Experience of using SIMS to include inputting student data and manipulating reports.		✓	
Experience of working around children/young persons, preferably in a school setting.		✓	
A clear understanding of developments in post-16 education		✓	
Knowledge of the requirements of the national literacy and numeracy strategies.	✓		
Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies.	✓		
Understanding of behaviour management strategies.	✓		
Understanding of statutory requirements concerning safeguarding, including Child Protection, Equal Opportunities and Health and Safety.		✓	
Willing to undertake training to fulfil the needs of the role and support the school and academy.	✓		
Willing to undertake first aid training	✓		
Evidence of recent relevant training.		✓	

Personal Qualities:			
Understanding of the distinctive nature of a faith school.	✓		
A practising Catholic.		✓	
Sympathy with the Catholic ethos of the school, including a commitment to co-operation and helpfulness and a concern for the well-being of others.	✓		
Excellent timekeeping.	✓		
Flexible attitude to work to include; 0 Working hours 0 Demands and changes in the role 0 Willingness to be involved in the school	✓		
Smart, professional appearance.	✓		
Honesty, integrity and reliability.	✓		
Professional Skills, Qualities & Abilities			
Ability to deal with all people (colleagues, parents, students etc.) in a polite and courteous manner, showing firmness, when necessary.	✓		
Excellent organisation skills.	✓		
Ability to prioritise workload and to work to, and to meet, deadlines.	✓		
Excellent communication skills in written, verbal and listening.	✓		
Ability to work calmly under pressure and also offer the flexibility required with regards to the hours worked during the course of the day.	✓		
Exercise initiative.	✓		
Ability to supervise students both in and out of the school in line with the school's behaviour policy.	✓		
Ability to organise the classroom activities, e.g. preparing and setting out resources.	✓		
Ability to deal with sensitive information in a confidential manner.	✓		
Ability to provide a good role model to young people.	✓		
Ability to work using own initiative and as part of a team.	✓		
Ability to work in partnership with all staff, teaching and support at school and within the academy, with resilience and enthusiasm.	✓		
Good IT skills	✓		
Commitment to safeguarding and protecting the welfare of children and young people.	✓		
Commitment to Health and Safety	✓		
Commitment to Equality and Diversity.	✓		