



Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

Cardinal Wiseman – Person Specification

	Essential	Desirable	Evidence
Qualifications/Education:			
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.		✓	
Knowledge, Skills & Experience:			
Understanding of the distinctive nature of a faith school	✓		
Working within a school environment or have experience of working with young people	✓		
Working successfully 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 in a safeguarding setting	✓		
Knowledge and understanding of Safeguarding protocols	✓		
Understanding of behaviour management strategies.	✓		
Understanding of statutory requirements concerning safeguarding, including Child Protection, Equal Opportunities and Health and Safety.	✓		
To be able to speak with confidence to parents, staff members and other professionals	✓		
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:			
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; <input type="checkbox"/> Working hours <input type="checkbox"/> Demands and changes in the role <input type="checkbox"/> 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.	✓		
To be able to undertake home visits to parents	✓		
Ability to prioritise workload and to work to, and to meet deadlines.	✓		
To be able to drive and have access to own transport	✓		
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 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.	✓		