

SIXTH FORM SUPPORT OFFICER – PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Sixth Form Support Officer Department: Sixth Form			
Qualifications	Essential	Desirable	Method of assessment
GCSE English and Maths or equivalent	★		Application form Interview
Educated to degree level or equivalent		★	
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite	★		Application form
High level of written English and an ability to communicate in a professional and timely manner	★		Interview
Excellent attention to detail and accuracy	★		References
Experience of working in a school environment		★	Assessment exercise

Personal Qualities	Essential	Desirable	Method of assessment
Capable of maintaining high standards	★		Interview
A perceptive understanding of young people and their needs and expectations	★		Assessment exercise
Able to work under pressure	★		
Professional, socially confident, positive, patient, resilient, kind, reliable and supportive	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		

PANGBOURNE

— A community where you can flourish —

Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence - Pangbourne College is located in a rural setting with limited transport links	★		

