

Person Specification

Post Title: Pastoral Welfare and Support Manager

Salary: Grade F, SCP 14 - 19

Qualifications & Training	
Essential	
E1	Good standard of education – 4 or more GCSE's, or equivalent, including English and Mathematics
Desirable	
D1	Administrative experience in an educational setting
Experience	
Essential	
E2	Experience of working with young people
Desirable	
D2	Experience of working in a school environment either in a paid or voluntary capacity
Skills & Abilities	
Essential	
E3	An understanding of the needs of pupils in particular those with SEND
E4	Ability to work within a team
E5	Ability to work with pupils on individual targets set by a member of staff
E6	Good written and spoken communication skills
E7	Good organisation and planning skills
Desirable	
D3	Current Driving License and own means of transport
Personal Attributes	
E8	Ability to work under pressure
E9	Ability to use own initiative, unsupervised
E10	Flexible approach to work
E11	Awareness of confidentiality, working with integrity
E12	Good timekeeping
E13	Conscientious, enthusiastic, hard-working, courteous, and polite
E14	Calm and positive approach
Safeguarding & Compliance	
Essential	
E15	Commitment to safeguarding and promoting the welfare of children and young people.
E16	Understanding of and ability to comply with data protection and confidentiality principles.
E17	Ability to comply with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies.



Cardinal Hume
Catholic School



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Catholic Education Trust

E18	Ability to comply with health and safety policies, rules and regulations.
E19	Ability to support and uphold the Catholic ethos of the school and respect its distinctive mission.

September 2026