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| --- | --- | --- | --- |
| Religion | Essential | Desirable | How candidate will be assessed |
| A commitment to support the Catholic ethos of the school | **✓** |  | Application form  Interview |
| Is a practising and committed Catholic in full communion with the Catholic Church | **✓** |  | Reference  Interview  Priest’s reference |
| **Qualifications** |  |  |  |
| Degree or equivalent qualification or quality experience in this field | **✓** |  | Application form |
| Experience |  |  |  |
| Evidence of creating an environment for the faith development of all staff and students |  |  | Application form  Interview |
| Evidence of encouraging the prayer and sacramental life of the school community |  |  | Application form  Interview/reference |
| Evidence of providing training for leadership and ministry in the liturgical and spiritual life of the school |  | **✓** | Application form Interview |
| Evidence of pastoral care and support |  | **✓** |
| Evidence of working with different groups and agencies |  | **✓** | Application form Interview |
| **Skills/Knowledge/Aptitude** |  |  |  |
| Good organisational skills | **✓** |  | Application form  Interview/reference |
| Knowledge of Health & Safety and Child Protection issues | **✓** |  | Application form  Interview |
| Excellent communication skills | **✓** |  | Application form  Interview |
| Skilled in the use of ICT to support and enhance all aspects of the post |  | **✓** | Application form  Interview |
| Team working skills, ability to use initiative, willingness to share good practice | **✓** |  | Application form  Interview/reference |
| Disposition |  |  |  |
| Flexibility | **✓** |  | Interview/reference |
| Ability to build and sustain professional relationships within and outside the school community | **✓** |  | Interview/reference |
| Confident and approachable in a school setting | **✓** |  | Interview/reference |
| Sense of humour |  | **✓** | Interview/reference |
| Special requirements |  |  |  |
| Excellent health and attendance record |  |  | Reference |
| Ability to drive | **✓** |  | Application/interview |
| Access to a car |  |  | Application/interview |
| Enhanced CRB |  |  | On appointment |

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| --- | --- | --- | --- |
| Confidential References and Reports | Essential | Desirable | How candidate will be assessed |
| A positive and supportive written faith reference from a priest where the applicant regularly worships | **✓** |  | Priest’s reference |
| A positive recommendation from current employer | **✓** |  | Reference |
| A second professional reference | **✓** |  | Reference |