

# Person Specification

<b>Role</b>	<b>School Chaplain</b>	<b>Last Reviewed</b>	May 2026
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## Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

<b>JE</b>	<b>Criteria</b>	<b>Essential /Desirable</b>	<b>How Assessed</b>
	<b>Personal Qualities</b>		
II3	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC3	Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Highly developed interpersonal caring or training skills in order to meet the very demanding needs of pupils	E	AF/SS/I
S	Ability to work as part of a team and individually	E	AF
MC2	Good data entry skills	E	I
	Experience in working with young people	E	AF
	Calm and reassuring demeanour	E	AF/SS/I
	<b>Knowledge &amp; Skills</b>		
K5	Advanced theoretical, practical and procedural knowledge within Chaplaincy and Catholicism	E	AF/SS
IC3	Ability to impart knowledge and / or skills	E	AF/SS
	Ordination, recognised ministry status, or faith leadership experience	D	AF/SS
RP4	Provide interpretation, advice or guidance on the operation and implementation of external regulations and statutory requirements in relation to well-being of people.	E	AF/SS
ED3	Experience of working with people, which through their circumstances of behaviour which will have occasional emotional demands	D	AF/SS

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	<b>Technical</b>		
	Practising Catholic with strong understanding of and commitment to the teachings and values of the Catholic Church	E	AF/SS
	Ability to lead assemblies, reflections, services, and collective worship	E	AF/SS/I
	<b>Experience</b>		
	Successful experience of working with young people in a n educational, parish or community setting	E	I/AF/SS
	Ability to contribute to Religious Education or PSHE programmes	E	AF/SS
	<b>Qualifications</b>		
	5 A*-C Grades GCSE including English and Maths	E	AF
	Relevant qualification in Theology, Religious Studies, Pastoral Care and Education	D	AF
	<b>Service</b>		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I