

# PANGBOURNE

— A community where you can flourish —

## SEAMSTRESS/COLLEGE SHOP ASSISTANT – 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.

<b>Job Title:</b> Seamstress/College Shop Assistant <b>Department:</b> Shop			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE level including Maths and English	★		Application form Interview
Proven sewing and garment alteration skills	★		
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite and Microsoft Office	★		Application form Interview References Assessment exercise
Good organisational skills and ability to manage a varied workload		★	
Excellent attention to detail and accuracy	★		
Ability to work under own initiative with minimal supervision at times	★		
An understanding of independent schools would be useful but not essential		★	

Personal Qualities	Essential	Desirable	Method of assessment
Comfortable with suggesting and devising new ways of working, if necessary	★		Interview Assessment exercise References
Interest in working in a school environment	★		
Ability to work under pressure	★		
Fun personality, character, hard worker, professional, patient, empathic, resilient, willingness to listen	★		

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Diplomatic, calm and patient with the ability to manage challenging people	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		
Own transport - Pangbourne is in a rural location with limited public transport links	★		