

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.

Job Title: Seamstress/College Shop Assistant Department: 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			