

Person Specification – Secondary School Chaplain

Catholic Secondary School Lay Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of lay chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the local parishes and Diocese	A/I/R
	E5	Leading prayer and Celebration of the Word, and preparing and co-ordinating the celebration of Mass and the Sacraments	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
	E8	Experience of working as a Catechist or experience faith sharing and evangelising	A/I/R
	E9	Experience of chaplaincy work or equivalent	A/I/R
	E10	Experience of leading prayer and Celebration of the Word	A/I/R
	E11	Knowledge of church traditions, practices and rituals	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E12	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E13	Ability to build and maintain effective relationships	A/I/R
	E14	Ability to prioritise, plan and organize themselves and their work	A/I/R
	E15	Ability to develop effective teamwork	A/I/R
	E16	Ability to work on their own and as part of a team	A/I/R
	E17	Personal enthusiasm and commitment	A/I/R
	E18	An understanding of the role of the Lay School Chaplain	A/I/R
PROFESSIONAL ATTRIBUTES	E19	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I

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CONFIDENTIAL REFERENCES AND REPORTS	E20	A positive and supportive written faith reference from a priest where the applicant regularly worships	A/I
	E21	A positive recommendation from current employer	A/I
	E22	A second professional reference	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E23	The form must be fully completed and legible	A
	E24	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
EXPERIENCE AND KNOWLEDGE	D2	Experience of working in a secondary school	
QUALIFICATIONS	D3	Degree	A/CC
	D4	Professional development or training undertaken in preparation for chaplain in a Catholic School	A/CC
	D5	Catholic Certificate in Religious Studies (or equivalent) or commitment to obtaining the certificate	A/CC/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates



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 DEPARTMENT FOR EDUCATION