

## **PERSON SPECIFICATION: Personal Assistant to the Headteacher**

Note to candidates: please have this person specification in mind when writing your letter of application.

Key: attribute tested principally through one or more of: **F**orm, **L**etter, **R**eferences, **I**nterview, **O**bservation

<b>Essential</b>		<b>Desirable</b>	
<b>SKILLS AND EXPERIENCE</b>			
Good general education to at least upper GCSE level including English, Maths and ICT skills [F, L, I]			Qualifications relevant to office/administrative work [F]
Experience as a PA or secretary [F, L, R, I]			Recent experience as a PA or secretary [F, L, R, I]
Experience of working with young people and/or in a busy environment [F, L, I, R, O]			Recent experience of working in a large primary or secondary school [F, L]
Experience of working under pressure in a demanding environment [F, L, I, R, O]			Experience of working in a busy office environment [F, L, I]
Ability to achieve a consistently high level of accuracy in key tasks [R, I, O]			Recent responsibility for working to deadlines [F, L]
Excellent communication and interpersonal skills [F, L, I]			Excellent telephone manner, calm approach and professional attitude
Very high level planning and/or organisational skills [R, I, O]			Ability to prioritise work and completing deadlines [R, I, O]
Experience of dealing with confidential/sensitive work [F, L, R, I]			Ability to maintain confidentiality [R, I, O]
<b>PERSONAL QUALITIES</b>			
Commitment to support the ethos and aims of the Academy [I]			Experience of adapting to take on a new role [F, L, R, I]
Able to gain and keep the respect of colleagues [R, I, O]			Flexibility and team player [R, I]
Commitment, perseverance and dependability [R, I,]			Enthusiasm and good sense of humour [R, I,]
Readiness to have responsibility and make decisions [R, I,]			Ability to make an appropriate decision under pressure [R, I, O]
Ability to prioritise tasks effectively and meet deadlines [R, I,]			Readiness to practise or learn [I]
<b>CHILD PROTECTION</b>			
Commitment to form and maintain appropriate relationships and personal boundaries with young people [R, I]	Commitment to safeguarding and promoting the welfare of young people [R, I]		Understanding of how best to promote the health, safety and well-being of young people [R, I]