

## PA to the Principal – Person Specification

**You should be able to demonstrate that you meet the following criteria:**

**E = Essential**  
**D = Desirable**

**Measured by:**

**A. Application Form**  
**C. Interview**

**B. Test / Exercise**  
**D. References**

### Qualifications

<b>E</b>	<ul style="list-style-type: none"> <li>Good level of education and relevant training (5 GCSEs or equivalent including English and Maths).</li> </ul>	<b>A</b>
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### Experience/Knowledge

<b>D</b>	<ul style="list-style-type: none"> <li>Experience of working as a PA</li> </ul>	<b>A</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Experience of working in a school or education based setting.</li> </ul>	<b>A C</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Understanding of recent, relevant developments in education.</li> </ul>	<b>A C</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Experience organising events.</li> </ul>	<b>A C</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Experience of meeting planning, collation of documents and minute taking.</li> </ul>	<b>A C</b>

### Skills, Attributes and Abilities

<b>E</b>	<ul style="list-style-type: none"> <li>Excellent all round ICT experience including use of Office applications – excel, PowerPoint, word etc.</li> </ul>	<b>A C</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Shorthand experience</li> </ul>	<b>A B</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to work on your own and as part of a team without the need for close supervision.</li> </ul>	<b>A D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of organising own workload in order to meet deadlines in a challenging environment.</li> </ul>	<b>A B</b>
<b>E</b>	<ul style="list-style-type: none"> <li>A sound knowledge of standard office protocols.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>The ability to keep calm in any situation and to deal with anyone who may be emotional about a given situation.</li> </ul>	<b>A D</b>

### General

<b>E</b>	<ul style="list-style-type: none"> <li>Excellent relationships with all members of staff and students.</li> </ul>	<b>D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Respectful towards all staff and students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability</li> </ul>	<b>D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Committed to the principles of the Academy programme</li> </ul>	<b>D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Possess personal integrity, warmth and a willingness to grow and learn</li> <li>Enhanced DBS Check</li> </ul>	<b>D</b>