

## PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>Senior PA and Trust HR and Safeguarding Assistant (All year round or Term time only)</b>
<b>GRADE</b>	Grade 5, full time, all year round salary band £20,661 pa to £25,951 pa Pro rata band for term time only plus one week (teacher training days) is £17,849 to £22,419 pa
<b>HOURS</b>	37 hrs per week (8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday) either all year round or term time only plus 5 teacher training days

ATTRIBUTES	JOB REQUIREMENTS	Essential/ Desirable	MEASUREMENT
KNOWLEDGE AND UNDERSTANDING	Of:		
	• Recruitment, Selection and Induction procedures	D	A, I, R
	• School safeguarding procedures	D	A, I, R
	• Knowledge of relevant policies/codes of practice and understanding of relevant legislation/employment law	D	A, I, R
	• Computerised packages e.g. Microsoft Word, Excel, Outlook, SIMS	E	A, I
	• Safer recruitment statutory guidance	D	A, I
	• Payroll and pension procedures	D	A, I
SKILLS	• Effective written and verbal (in person or by telephone) communication skills in order to work with, and relate to, all stakeholders of the Trust at all levels to understand and resolve questions or issues raised, and to interpret and advise on information.	E	A, I, R
	• Use of numeracy skills to undertake tasks in connection with HR metrics, reports, evaluation of projects.	E	A, I, R
	• Good literacy skills in order to provide the required level of support to relevant stakeholders.	E	A, I
	• Organisational and time management skills to multi-task, provide the necessary support to relevant stakeholders, managing a number of priorities	E	A, I, R
	• IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines	E	A, I, R
ABILITIES and QUALITIES	To:		
	• Relate well to stakeholders at all levels	E	A, I, R
	• Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people's needs and expectations.	E	A, I, R
	• Deliver advice and guidance to a wide range of recipients	D	A, I, R
	• Work individually and in a supportive team environment	E	A, I, R
	• Handle confidential information correctly and to act with discretion, tact and diplomacy	E	A, I, R
	• Prioritise workload to meet agreed deadlines	E	A, I, R
	• Be flexible, use initiative, and remain calm and focused during times of pressure	E	A, I, R
	• Take good quality notes	E	A, I, R
	• Analyse situations and information and make sound, qualified decisions	D	A, I, R

	<ul style="list-style-type: none"> <li>• Build effective working relationships with colleagues at all levels</li> <li>• Excellent customer service skills with the ability to respond quickly as circumstances dictate</li> <li>• Be able to interpret and follow procedures and pay close attention to detail</li> <li>• Be reliable and punctual</li> <li>• Be resilient whilst having a good sense of humour</li> <li>• Drive with use of own vehicle to travel to schools within the Trust</li> <li>• A commitment to Trust values and ethos</li> <li>• Empathy to support students in accordance with their needs and school policy</li> <li>• Flexibility to potentially work an additional week if working term time only</li> </ul>	E E E E E D E E D	A, I, R A, I, R A, I, R A, I, R A, I, R A, I A, I A, I, R A, I
<b>EDUCATIONAL ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills equivalent to GCSE in English and Maths</li> <li>• Evidence of continuous professional development and training</li> </ul>	E E	A, I A
<b>EXPERIENCE</b>	<p>Of:</p> <ul style="list-style-type: none"> <li>• Working in an admin position</li> <li>• Working in an HR environment</li> <li>• Letter and report writing, setting up administrative processes and systems and taking notes of formal meetings and providing accurate minutes</li> <li>• Working in the school sector</li> <li>• Working in an environment of equal opportunities</li> </ul>	E D E  D E	A, I, R A, I, R A, I, R  A A, I
<b>SAFEGUARDING</b>	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Emotional resilience in working with challenging behaviours; and</li> <li>• Attitudes to use of authority and maintaining discipline</li> </ul>	E	I

**Responsible to:** Trust HR Director with support to the HR Officer

**Responsible for:** -

**Key Relationships:** Headteachers and leadership teams of Trust sites, relevant teaching and support staff, Central Services staff.

**Location:** Base school is Caludon Castle, albeit occasional work will be required at other school sites within the Trust.

**This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**