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| **Experience** | * PA or secretarial experience * Experience of working within a school or similar environment * Ability to prioritise work and cope with competing deadlines |
| **Qualifications** | * Good numeracy, literacy and IT skills including knowledge of Microsoft Office (Word, Excel, Outlook) and Apple Mac * Excellent knowledge of English in both written and verbal communication |
| **Interpersonal Skills** | * Excellent interpersonal skills, good telephone manner, calm approach * Ability to communicate effectively with people at all levels eg. school staff, pupils, governors and external agencies * Excellent organisational skills * Ability to work independently and as part of a team |
| **Other Skills** | * Understand the need for discretion while still keeping all relevant parties up to date with necessary information * Ability to keep records up to date, both paperwork and electronic Commitment to providing an excellent standard of support without constant supervision * Ability to demonstrate an enthusiastic and positive approach regarding change, having a definite ‘can do’ attitude * Will have the ability to prioritise the workload, especially when under pressure * Ability to plan and develop systems |
| **Personal Qualities** | * Takes responsibility for own actions * Ability to be well organised and accurate in all aspects of the role * Ability to communicate effectively orally and in writing * Ability to work well under pressure * Ability to take the initiative and be flexible in a range of different situations, adapting approach accordingly * Will have excellent presentation skills * Will be trustworthy, understanding and respect the need for discretion and total confidentiality. * Be able to have fun, be flexible and have a good sense of humour |
| **Other requirements** | * Will adhere to the Beavers Community Primary School’s Safeguarding Policy Policy * Will be able to demonstrate a commitment to furthering Professional development through attending appropriate training courses. |

**PA to Headteacher**

**Person Specification**