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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
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| **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
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| **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
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| **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
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| **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.
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**PA to Headteacher**

**Person Specification**