**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Job Title**: PA to Headteacher | **Salary:** Grade 3 SCP 20 – 28 (£19,819 – £25,463) | **Location**: Nansen Primary School |

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications*** GCSE English and Maths (grades A\*-C) or equivalent
 | X |  |
| **Experience, Knowledge, Skills & Competencies*** Substantial experience of working within an office environment
* Experience of working within a school office
* Experience of a wide range of administrative functions
* Competent in use ICT packages such as Microsoft Word /Excel and database systems including mail merge
* Experience in updating websites and use of social media platforms
 | XXXX | X |
| **Personal Attributes*** Resilience, the ability to work under pressure and be able to meet deadlines
* Ability to think creatively and to prioritise
* Excellent communication skills (including written, oral and presentation skills)
* Excellent interpersonal skills
* A commitment to CORE Educational Trust vision, values, aims and the objectives of its academies programme
 | XXXXX |  |