



## Person Specification – Personal Assistant the Core Leadership Team (SO1)

### Qualifications and Experience

	Method of Assessment			Essential
	Application Form	Interview	Tasks	
A good general level of education including passes in Maths and English GCSE or equivalent and excellent written and spoken English.	✓	✓	✓	✓
The ability to type at a minimum of 60 words per minute with accuracy	✓	✓	✓	
Evidence of further higher level of education and/or professional development	✓	✓	✓	
Experience of working as a Personal Assistant to a Senior Manager.	✓			
An understanding of the importance of effective documentation and record keeping.	✓	✓		✓
Proven ability to work with a variety of people.	✓			
Excellent IT, secretarial skills and administration skills.	✓	✓	✓	✓
Experience in using Microsoft modules e.g. Word, Excel, PowerPoint	✓	✓	✓	✓

### Skills and Abilities

	Method of Assessment			Essential
	Application Form	Interview	Tasks	
High levels of organisational skills and initiative.	✓	✓	✓	✓
Effective communication, influencing and persuasion skills together with evidence of success in building and forming working relationships and working flexibly across professional and operational boundaries.	✓	✓		✓
Ability to work collaboratively to review, develop and implement effective policies and procedures to meet organisational objectives.	✓	✓		
Ability to analyse situations and possible outcomes to establish the most effective course of action.	✓		✓	✓
Ability to manage staff	✓	✓		
Successful experience of using information systems, analysing and interpreting complex information and statistics and preparing and delivering briefings.	✓	✓		
Good time management	✓		✓	
Evidence of ability to promote and implement equalities and diversity considerations throughout the school, including lettings.	✓			

### Personality and Values

	Method of Assessment			Essential
	Application Form	Interview	Tasks	
Ability to maintain confidentiality and act with integrity.	✓	✓		✓
A demonstrable commitment to child protection and safeguarding children.	✓	✓		✓
A demonstrable commitment to equality of opportunity and	✓			✓

educational inclusion.			
Resilience, flexibility and the ability to retain a sense of perspective.	✓	✓	
Self-motivated and pro-active.	✓		
Hold positive values and attitudes and adopt high standards of behaviour in a professional role.	✓	✓	✓
Demonstrable practical skills in dealing with day to day changes in the work environment enjoying a varied work schedule.	✓	✓	✓

Brief evidence relating to the selection criteria should be included in the application form.

These aspects will be further developed for candidates shortlisted for interview through a range of questions and further tasks.