Personal Assistant to the Headteacher Person Specification

## In your supporting statement, it is essential that you highlight how you meet the criteria in the Person Specification, referencing these where possible.

| Job Title: | Personal Assistant to the Head Teacher (PA to HT) | Salary: | ME8 £25747 |
| --- | --- | --- | --- |
| Hours: | 35 hours per week, 52 weeks per year | Days, Times: | Monday – Friday, 08:30-16:30 |
| School: | St Mary’s Catholic Primary School | | |

| SELECTION CRITERIA | ESSENTIAL (E) DESIRABLE (D) | |
| --- | --- | --- |
| Faith Commitment | | |
| A clear understanding of the distinctive nature of Catholic schools | E | |
| A practising and committed Catholic | D | |
| Qualifications | | |
| Educated to at least GCSE level, or equivalent, particularly in English and Mathematics | E | |
| Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet | E | |
| Experience | | |
| Relevant personal and professional development | D | |
| Previous experience working in a school environment within administration, or in a working environment as a Personal Assistant | D | |
| Working as a member of a team | D | |
| Speedwriting / shorthand / minute taking experience | D | |
| Skills and knowledge | | |
| Highly effective written and verbal communication skills – ability to compose letters accurately and proofread professional documents and written communications | E | |
| Ability to work on own initiative and make decisions | E | |
| Ability to work as a member of a collaborative team | E | |
| Excellent organisational and planning skills | E | |
| Ability to relate to all personnel and children within the school environment. | E | |
| Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information and complying with the requirements of GDPR | E | |
| Ability to think ahead and draw up schedules of review and follow up, as necessary | E | |
| Good interpersonal skills and confidence to communicate effectively with colleagues, both teaching and non-teaching | E | |
| Confidence with the use of ICT across a range of applications | E | |
| Knowledge and experience of whole school procedures, organisation and structure | D | |
| Ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists | D | |
| Personal Attributes | | |
| Ability to rigorously maintain confidentiality | | E |
| Excellent interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included | | E |
| Always presents oneself in a professional manner | | E |
| The capacity to remain calm and to cope with the unexpected | | E |
| Excellent health and time keeping records | | E |
| Committed and enthusiastic | | E |
| Confident, positive and flexible attitude | | E |
| Positive mindset | | E |
| Willingness to learn and to deliver excellent service | | E |
| Love of working in an environment that is centred on children | | E |
| Sense of humour | | E |