



# St Philomena's

## Catholic High School for Girls

### PA TO THE HEADTEACHER ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

#### PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

Selection Criteria	Essential: These are qualities without which the Applicant could not be appointed	Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application: A Interview: I Reference: R
<b>Experience</b>	<ul style="list-style-type: none"> <li>• High levels of literacy and numeracy.</li> <li>• Good or high level general standard of education.</li> <li>• PA / Secretarial experience.</li> </ul>	<ul style="list-style-type: none"> <li>• PA / Secretarial experience at Senior level</li> </ul>	A I R  A I  A I  A I
<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to keep up to date with relevant developments specific to the role and participate in development and training opportunities as required.</li> <li>• High level of computer literacy; Microsoft Word / Excel / PowerPoint Outlook / Internet / Google Drive</li> <li>• Ability to work constructively as part of a team, developing effective and supporting relationships with adults</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid and a willingness to undertake appropriate training.</li> </ul>	A I R  A I  A I R  A I R

	<p>and young people.</p> <ul style="list-style-type: none"> <li>• Ability to undertake basic clerical duties, eg photocopying, filing and simple record keeping.</li> <li>• Good organisational and time management skills.</li> <li>• Ability to prioritise, work in a methodological manner to tight deadlines, in order to meet the diverse needs of the working day.</li> <li>• Excellent oral and written communication skill with the ability to take accurate notes and minutes.</li> <li>• Ability to use own initiative and work independently. Ability to take responsibility for own actions and take decisions without referring to others.</li> <li>• Attention to detail.</li> <li>• Adaptable and flexible working practices including hours.</li> <li>• Ability to follow instructions accurately.</li> <li>• Ability to be professional at all times.</li> <li>• Have a creative approach to problem solving and solution implementation.</li> <li>• Ability to adapt quickly and effectively to changing circumstances / situations.</li> <li>• Ability to work calmly under pressure.</li> <li>• Commitment to personal and professional development.</li> <li>• Ability to maintain confidentiality when dealing with sensitive data with tact and diplomacy.</li> <li>• Ability to critically self-evaluate and seek opportunity for improvement.</li> <li>• Trustworthy with a good sense of humour.</li> </ul>		<p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I R</p> <p>A I</p> <p>A I</p>
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	<ul style="list-style-type: none"> <li>• Ability to understand and demonstrate commitment to work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.</li> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security and security, confidentiality and data protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS</li> <li>• Good understanding of school life (experience of this post would be an advantage)</li> <li>• Knowledge of school policies and legislation.</li> </ul>	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• A willingness to support/uphold the Catholic ethos of the school.</li> <li>• Flexible approach to working hours to meet the needs of the organisation.</li> <li>• To participate fully in the life of the school</li> <li>• Commitment to the value of single sex secondary education</li> <li>• Outstanding role model.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul> <p><b>Must satisfy relevant pre-employment checks.</b> This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and</p>	<ul style="list-style-type: none"> <li>• Working knowledge of the Data Protection Act.</li> </ul>	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>

	subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.		
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