

Person Specification

Post: PA to Principal

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Grade C or above in GCSE English and mathematics Qualified to, at least, A Level / Level 3 	<ul style="list-style-type: none"> Degree in a relevant discipline e.g. media, business, events management or public relations 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Creating, editing and proof reading professional high-quality documents Planning and coordinating events Coordinating successful projects Meeting deadlines Proactive approach to tasks Flexible approach to working 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in an educational setting or with young people Line-management responsibility 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Highly competent in the use of ICT, especially Microsoft Outlook, Excel and Word Excellent communication skills, both written and oral Strong administrative and organisational skills Deliver on time to agreed quality standards Understand the importance of confidentiality and discretion Commitment to safeguarding 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Competent in the use of MIS (e.g. SIMs) Working understanding of the advantages and disadvantages of social media 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References