| **Post: PA to Principal** |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialGCSE English and MathsLevel 3 qualifications in Business AdministrationDesirableDegree | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Commitment to confidentiality
* Understanding of schools

Experience:* Working as a personal assistant or secretary to a senior manager/leader
* Working with a variety of educational software systems including MIS systems
* Working with a variety of stakeholders
* Experience of attending meetings and taking minutes
* Excellent computer skills and knowledge of software packages
* Experience of paying particular attention to detail
* makes things happen; operates with resilience, flexibility and integrity.
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to communicate clearly and confidently with people at all levelsAbility to work with minimum supervision, using own initiativeAbility to record written and numerical information accurately and reliablyAbility to persuade and influenceAbility to produce accurate reports, financial information and word processing documentsAbility to work under pressure and prioritise workloadsAbility to read and understand comprehensive documents and to relay this information correctlyAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionFlexibilityReliabilityOrganisedCommitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.