| **Post: PA to Principal** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  GCSE English and Maths  Level 3 qualifications in Business Administration  Desirable  Degree | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding 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 Essential  Ability to communicate clearly and confidently with people at all levels  Ability to work with minimum supervision, using own initiative  Ability to record written and numerical information accurately and reliably  Ability to persuade and influence  Ability to produce accurate reports, financial information and word processing documents  Ability to work under pressure and prioritise workloads  Ability to read and understand comprehensive documents and to relay this information correctly  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Flexibility  Reliability  Organised  Commitment 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.