



Person Specification: PA to Headteacher

| | Essential | Desirable | Evidenced in |
|---|-----------|-----------|----------------------------------|
| Education & Professional Qualifications | | | |
| Educated to at least GCSE level or equivalent qualification in English and Maths | ✓ | | Application |
| Educated at A level and beyond | | ✓ | Application |
| Good general standard of education and IT skills | ✓ | | Application Interview |
| Evidence of continuous professional development | ✓ | | Application |
| Ability to perform a range of administrative tasks | ✓ | | Application Interview |
| Offer superb customer service skills | ✓ | | Application Interview |
| Demonstrable outstanding ICT skills particularly in the use of MIS systems such as SIMS, SIMS Pay as well as Microsoft Office | | ✓ | Application Interview |
| Appropriate first aid training | | ✓ | Application |
| Awareness of Safeguarding and Child Protection legislation | | ✓ | Application Interview |
| Experience | | | |
| Relevant and recent experience working as part of a team within an education setting | | ✓ | Application Interview |
| Dealing diplomatically, tactfully and sensitively with people in difficult situations | ✓ | | Application Interview |
| Relevant and recent administrative experience | | ✓ | Application Interview References |
| Experience of dealing with the public in person and on the telephone | ✓ | | Application Interview References |
| Knowledge and Skills | | | |
| Able to work as part of a team | ✓ | | Application Interview References |
| Excellent literacy, numeracy and IT skills | ✓ | | Application Interview |
| Typing to 50 WPM | ✓ | | Interview |
| Highly effective administrative and organisational skills | ✓ | | Application Interview References |
| Knowledge and understanding of the confines of confidential working | ✓ | | Application Interview |
| Excellent keyboard skills/word processing | ✓ | | Application Interview |
| High level of interpersonal skills | ✓ | | Application Interview |



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| Ability to work independently as well as collaboratively | ✓ | | Application Interview References |
| Able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums | ✓ | | Application Interview |
| Proven skills in the field of educational administration | | ✓ | Application Interview References |
| Ability to start and complete tasks | ✓ | | Application Interview References |
| Ability to take minutes of meetings to produce accurate reports | ✓ | | Application Interview |
| Good presentation skills (e.g. able to clearly and accurately report on student issues to colleagues and other professionals). | ✓ | | Application Interview References |
| Personal Attributes | | | |
| Resilience, the ability to work under pressure and be able to meet deadlines | ✓ | | Application Interview References |
| Ability to work as part of a cohesive team | ✓ | | Application Interview References |
| Proven ability to think both strategically and creatively to prioritise | ✓ | | Application Interview References |
| Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide | ✓ | | Application Interview References |
| Excellent communication skills (including written, oral and presentation skills) | ✓ | | Application Interview References |
| A commitment to safeguarding and promoting the welfare of children and young people | ✓ | | Application Interview References |
| Ability to work creatively and collaboratively | ✓ | | Application Interview |
| Demonstrably professional, honest and loyal | ✓ | | Application Interview References |
| Flexible and open to continuous change | ✓ | | Application Interview References |
| Commitment to our students and their learning, wellbeing and safety | ✓ | | Application Interview |
| Committed to equality | ✓ | | Application |



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| | | | Interview |
| Able to build and maintain successful and purposeful relationships | ✓ | | Application Interview |
| A positive outlook, well-motivated, enthusiastic and energetic | ✓ | | Application Interview |
| Patience, resilience and a sense of humour | ✓ | | Application Interview |
| Well organised and efficient | ✓ | | Application Interview References |
| Willingness to be involved in the wider life of the school community | ✓ | | Interview |
| Good attendance and punctuality record | ✓ | | References |
| Professional appearance and manner | ✓ | | Interview |