

PERSON SPECIFICATION – Personal Assistant to Principal

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Degree level qualification in business, HR or administrative field	D	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Record of recent up to date and relevant safeguarding training	E	
<input type="checkbox"/> Computer literate	E	
<input type="checkbox"/> Willingness to undergo further training	D	
<input type="checkbox"/> CIPD	D	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Experience as a PA or senior administrator in education/business setting	D	Application form References Interview
<input type="checkbox"/> Knowledge of all aspects of Microsoft office e.g. Desktop Publishing, Presentation, Spreadsheet, Word processing, email and the Internet	E	
<input type="checkbox"/> Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	
<input type="checkbox"/> Understanding the roles of Ofsted and DfE	E	
<input type="checkbox"/> Experience of dealing with people at all levels	E	
<input type="checkbox"/> Experience of development, management and operation of administrative systems.	E	
<input type="checkbox"/> Experience of researching and analysing information	E	
<input type="checkbox"/> Experience of working in a school environment	E	
<input type="checkbox"/> The ability to work independently and use initiative to identify, prioritise and respond to issues that arise – problem solving on a daily basis	E	
<input type="checkbox"/> Ability to communicate effectively with good interpersonal skills	E	
<input type="checkbox"/> Ability to work to competing deadlines	E	
<input type="checkbox"/> Self-motivation	E	
<input type="checkbox"/> ICT Skills	E	
<input type="checkbox"/> Good written skills and a flexible approach to work	E	
<input type="checkbox"/> Good communication skills with the ability to relate to all stakeholders on all levels in a confident and diplomatic way	E	

<input type="checkbox"/> Good interpersonal skills and a flexible approach to work, with the ability to negotiate successful outcomes to often conflicting issues	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> Flexible and adaptable	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Able to communicate effectively	E	
<input type="checkbox"/> Energetic and hardworking	E	
<input type="checkbox"/> Self-motivated	E	
<input type="checkbox"/> A supportive and co-operative team member	E	
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> A positive attitude and commitment to equality	E	
<input type="checkbox"/> Encourages ideas, initiative and innovation in others	E	
<input type="checkbox"/> Highly motivated with an ability to work under pressure	E	
<input type="checkbox"/> Ability to manage own time well to meet competing demands	E	
<input type="checkbox"/> Ability to work outside normal Academy hours in line with Academy and community needs	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	