**HEADTEACHER’S PA SPECIFICATION**

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| **General heading** | **Detail** | **Examples** | **Essential/**  **Desirable** |
| **Qualifications & Experience** | Specific qualifications & experience | |  | | --- | | Experience of working in an education environment  Previous proven administration experience | | D  E |
| Knowledge of relevant policies and procedures | Being aware of and working with the School policies in relation to Inclusion, Child Protection and physical contact with pupils, relevant regulations and guidance. | D |
| Literacy | GCSE Grade C/Level 4 or above in English or equivalent | E |
| Numeracy | GCSE Grade C/Level 4 or above in Maths or equivalent. | E |
| Technology | Proficient knowledge of Microsoft Suite of applications (Word, Excel, Publisher, PowerPoint)  Working knowledge of SIMS | E  D |
| **Communication** | Written | Ability to write and quality assure reports, letters, all written school publication materials etc | E |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively | E |
| Negotiating | Ability to negotiate effectively with adults and children to achieve best outcomes  Ability to manage difficult or controversial exchanges  Ability to seek support as appropriate to overcome any communication barriers with children and adults | E |
| **Relationships with all Stakeholders** | Working with Partners | Establish and maintain effective relationships with those working in and with the school. | E |
| Relationships | Ability to be empathetic, assertive and a good role model. | E |
| Team Work | Able to work effectively in teams as member or leader.  Able to manage, motivate and support the work of others, act as role model | E  E |
| Sharing Information | Develop and implement effective systems to share and safeguard information. | E |
|  | Working with Children | A good understanding of the learning experience provided by the school, the importance children’s physical and emotional wellbeing and the need to follow all school policies when interacting with children. | E |
| **Working Practices** | Organisational Skills | Able to self-manage, make decisions and work on own initiative. | E |
| Time Management | Be well organised, committed, have a high level of initiative and be able to delegate effectively and appropriately. Able to ensure that tight, strict deadlines are met. | E |
|  | Confidentiality | Ability to respect and maintain confidentiality | E |
|  | Flexibility | A flexible approach to work and a strong work ethic | E |
| **Personal Qualities** |  | A commitment to the school’s ethos and values  A commitment to the safeguarding of children and adults  A commitment to the Chelmsford Learning Partnership’s Equal Opportunities Policy | E |