



# St Philomena's

## Catholic High School for Girls

### PA TO THE HEADTEACHER ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

#### PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

| <b>Selection Criteria</b>              | <b>Essential:</b><br>These are qualities without which the Applicant could not be appointed                                                                                                                                                                                                                                                                                                                                                      | <b>Desirable:</b><br>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria      | Application: A<br>Interview: I<br>Reference: R |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>High levels of literacy and numeracy.</li> <li>Good or high level general standard of education.</li> <li>PA / Secretarial experience.</li> </ul>                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>PA / Secretarial experience at Senior level</li> </ul>                                             | A I R<br><br>A I<br><br>A I<br><br>A I         |
| <b>Abilities, Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>Willingness to keep up to date with relevant developments specific to the role and participate in development and training opportunities as required.</li> <li>High level of computer literacy; Microsoft Word / Excel / PowerPoint Outlook / Internet / Google Drive</li> <li>Ability to work constructively as part of a team, developing effective and supporting relationships with adults</li> </ul> | <ul style="list-style-type: none"> <li>Appropriate knowledge of first aid and a willingness to undertake appropriate training.</li> </ul> | A I R<br><br>A I<br><br>A I R<br><br>A I R     |

|  |                                                                                                                                                                                                          |  |       |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|
|  | and young people.                                                                                                                                                                                        |  |       |
|  | <ul style="list-style-type: none"> <li>• Ability to undertake basic clerical duties, eg photocopying, filing and simple record keeping.</li> </ul>                                                       |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Good organisational and time management skills.</li> </ul>                                                                                                      |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Ability to prioritise, work in a methodological manner to tight deadlines, in order to meet the diverse needs of the working day.</li> </ul>                    |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Excellent oral and written communication skill with the ability to take accurate notes and minutes.</li> </ul>                                                  |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Ability to use own initiative and work independently. Ability to take responsibility for own actions and take decisions without referring to others.</li> </ul> |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Attention to detail.</li> </ul>                                                                                                                                 |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Adaptable and flexible working practices including hours.</li> </ul>                                                                                            |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Ability to follow instructions accurately.</li> </ul>                                                                                                           |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Ability to be professional at all times.</li> </ul>                                                                                                             |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Have a creative approach to problem solving and solution implementation.</li> </ul>                                                                             |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Ability to adapt quickly and effectively to changing circumstances / situations.</li> </ul>                                                                     |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Ability to work calmly under pressure.</li> </ul>                                                                                                               |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Commitment to personal and professional development.</li> </ul>                                                                                                 |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality when dealing with sensitive data with tact and diplomacy.</li> </ul>                                                        |  | A I R |
|  | <ul style="list-style-type: none"> <li>• Ability to critically self-evaluate and seek opportunity for improvement.</li> </ul>                                                                            |  | A I   |
|  | <ul style="list-style-type: none"> <li>• Trustworthy with a good sense of humour.</li> </ul>                                                                                                             |  | A I   |



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|  | <p>subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p> |  |  |
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