



Person Specification

POST: PA to Headteacher

DATE: 13.02.20

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	Experience of providing PA or secretarial support to staff at senior level.	E	Application form
Knowledge	An understanding of administration procedures, ideally in school administration.	E	Application form
	Ability to accurately proof read documents. Excellent understanding of the rules of grammar and punctuation.	E	Application form/interview
	Experience of line management.	E	Application form/interview
Skills	Excellent ICT skills. Experience of using Sims.net and databases an advantage.	D	Application form
	Ability to communicate clearly and sensitively, orally and in writing to a variety of audiences, including senior leadership team, staff and students of the school.	E	Application form/interview
	Excellent organisational skills; able to manage own time effectively and work to deadlines and remain calm under pressure.	E	Application form/interview
	Commitment to develop and learn in the role and take responsibility for own CPD.	E	Application form
	Ability to establish rapport and respectful and trusting relationships with colleagues and senior staff.	E	Application form/interview
	Ability to be flexible and adaptable, accommodating occasional changes to the working day.	E	Application form/interview

The standards of the job specification are termed as essential (E) or desirable (D)