

PERSON SPECIFICATION

JOB TITLE	Headteacher's PA
SCHOOL	Foxford Community School
GRADE	Grade 6 - £25,801 to £32,029 per annum. Pro rata band to term time only is £23,433 to £29,089 pa.
HOURS	Full Time, All Year Round or Full time, Term time only plus 3 weeks including teacher training days. 8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday.

Attributes	Job Requirements	Measurement
Knowledge	<ul style="list-style-type: none"> Use of windows packages including Outlook, Word, Excel and Powerpoint. Diary Management. Records and filing management. Knowledge of whole School Processes including self evaluation and quality assurance processes and exclusion policies. Inspection criteria School Exclusion, Admission and School Admission Appeals Codes (Desirable to support the Headteacher and school processes) School information management systems (Desirable) 	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Skills and Abilities	<ul style="list-style-type: none"> Ability to liaise with individuals at all levels; both within the organisation and externally, maintain good professional relationships with adults. Ability to work using own initiative. Ability to maintain strict confidentiality. Effective organisation skills. Prioritisation skills. Ability to work as part of a team. Effective verbal communication skills. Effective and accurate written communication skills. To be able to resolve problems and handle sensitive and challenging situations; to have good people skills. To be able to manage a small team Ability to work at any location in the Trust 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I</p>
Attitudes and Values	<ul style="list-style-type: none"> High expectations of personal performance and of pupils' success. Commitment to one's own learning A belief that schools can make a difference. Commitment to the Trust vision and values Commitment to the importance of accuracy in all aspects of work and to delivering outstanding customer service at ALL times even under pressure Be flexible to attend and minute SLT meetings or any other meetings which may fall outside the usual pattern of working. Be flexible to adapt working pattern slightly to meet the needs of the Headteacher's schedule and or school working arrangements 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A</p>
Qualifications /Experience	<ul style="list-style-type: none"> Experience of professional secretarial support at senior management level. RSAILI or equivalent - typing and wordprocessing. 	<p>A</p> <p>A</p>

Attributes	Job Requirements	Measurement
	<ul style="list-style-type: none"> GCSE Maths and English (or equivalent) 	A
	Desirable –	A
	<ul style="list-style-type: none"> Shorthand. 	A
	<ul style="list-style-type: none"> Experience in a secondary school environment 	A
	<ul style="list-style-type: none"> Budget Management 	
Professional	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> Motivation to work with children and young people; Ability to form and maintain appropriate relationships and personal boundaries with children and young people; Emotional resilience in working with challenging behaviours; and Attitudes to use of authority and maintaining discipline 	

A = Application Form, I = Interviews, R = References

All aspects of the person specification are essential unless otherwise stated