**CHINGFORD ACADEMIES TRUST**

**CHINGFORD FOUNDATION SCHOOL**

**PERSON SPECIFICATION**

**PERSONAL ASSISTANT (PA) TO CHIEF EXECUTIVE OFFICER**

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| **JOB REQUIREMENTS** | **Essential** | **Desirable** | **Method of Assessment**  **I/T/A\*** |
| **Qualifications** |  |  |  |
| Level of education - a minimum of 5 GCSEs grades A\*- C, or equivalent | ✓ |  | A |
|  |  |  |  |
| **Experience** |  |  |  |
| Previous experience in a Personal Assistant or secretarial role at a senior level (2 years minimum) | ✓ |  | A/I/R |
| Experience in the use of School Information Management Systems | ✓ |  | A/I/R |
| Typing speed of 60 wpm | ✓ |  | A/T |
| Minute taking experience | ✓ |  | A/I |
|  |  |  |  |
| **Skills, knowledge and Understanding** |  |  |  |
| A high degree of inter-personal awareness, including initiative, diplomacy, discretion and a professional approach | ✓ |  | A/I/R |
| Excellent numeracy skills | ✓ |  | I/T/R |
| Excellent administrative and organisational skills | ✓ |  | I/T/R |
| Excellent written and oral communication skills | ✓ |  | A/I/T/R |
| High computer literacy with experience using Microsoft Office including Word (advanced), Excel (intermediate), PowerPoint (intermediate), and Outlook (advanced), desktop publishing software, School Information Management Systems | ✓ |  | A/T/I/R |
| Willingness and ability to learn and operate new IT systems and databases | ✓ |  | A/I/R |
| The ability to write clearly and concisely and to produce and maintain documents and systems | ✓ |  | A/T/R |
| Ability to prioritise workload and meet deadlines | ✓ |  | A/T/I/R |
|  |  |  |  |
| **Personal Characteristics** |  |  |  |
| Genuine passion and a belief in the potential of every pupil | ✓ |  | A/I/R |
| Flexible, highly organised and able to multi-task and prioritise work to meet deadlines | ✓ |  | A/I/T/R |
| Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure | ✓ |  | A/I/R |
| Able to take ownership of tasks and work with minimal supervision | ✓ |  | A/I/R |
| Have exacting standards and a keen eye for detail | ✓ |  | A/T/R |
| Keen to learn and further develop own skills |  |  |  |
| Exercises sound judgment, especially relating to confidentiality and discretion | ✓ |  | A/I/T/R |
| Excellent interpersonal skills with children and adults. | ✓ |  | A/I/R |
|  | ✓ |  | A/I |
| **Key Competencies** |  |  |  |
| Ability to work to tight deadlines and to priorities workload | ✓ |  | A/T/I/R |
| Ability to work under the direction of the CEO and to follow instructions as appropriate | ✓ |  | A//R |
| Ability to demonstrate flexibility- to deal with changing priorities and/or deadlines | ✓ |  | A/T/I/R |
| Ability to problem-solve and be creative when approaching challenges | ✓ |  | A/T/E/R |
| Ability to maintain effective relationships and liaise with different members of staff including the CEO, staff, students, parents, Trustees and Governors | ✓ |  | A/I/R |
| Committed to school ethos and direction | ✓ |  |  |
| Self-motivating. | ✓ |  |  |
| Ability to work well as part of a team | ✓ |  | A/I/R |
| High standard of punctuality | ✓ |  | R |
| A commitment to on-going personal development and willingness to undertake appropriate training | ✓ |  |  |
| Appointment to the post is subject to a satisfactory enhanced DBS check | ✓ |  | A/I |
|  |  |  |  |

*This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the* duties give you access to persons who are under the age of 18.

*‘*The amendmentsto the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Servicewebsite.’

***“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.*** *(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

\*A – Application, T – Test, I – Interview, R – Reference