

**PERSON SPECIFICATION: PA to Headteacher and HR Administrative Support**

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|  | **Essential Attribute** | **Identified**  **by** |
| Qualifications | Minimum 5 GCSEs at Grade C and above including English and Mathematics or equivalent. | A |
| Experience | Proven experience in office administration and management tasks. | A I |
| Knowledge  and Skills | Ability to:  Demonstrate excellent communication (written and verbal) skills.  Minute discussions effectively, accurately and appropriately, given the sometimes sensitive subject matter.  Demonstrate strong organisational and administrative skills, with the ability to meet deadlines.  Develop good working knowledge of HR policies and practice and school systems.  Solve problems.  Work effectively under pressure.  Demonstrate competent use of IT with the ability to use Word and Excel, and other Management Information Systems confidently.  Demonstrate knowledge and understanding of Data Protection law and the GDPR 2018. | A I R |
| Other  Requirements | Highly reliable and trustworthy with confidential information.  Excellent interpersonal skills and an ability to develop and maintain effective professional working relationships with all stakeholders.  Ability to work both as a team player and on own initiative.  Ability to multi-task, prioritise and work to deadlines.  Act with integrity, openness and professionalism at all times.  Flexibility and a willingness to work outside the normal working patterns when required.  Good sense of humour. | A I R |
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|  | **Desirable Attribute** | **Identified by** |
| Qualifications | Professional qualifications relevant to the role and evidence of recent CPD in a relevant area. |  |
| Experience | Experience of working in a school or in the education sector.  Experience in a similar role.  Knowledge and understanding of the education sector, policies and procedures. | A I R |

R = References A = Application Form I = Interview