

**Criteria Key**

**E** Essential

**D** Desirable

**Assessment Key**

**A** Application Form

**I** Interview

## PA to the Headteacher

Education and Qualifications	Criteria	Assessment
1. Educated to GCSE or equivalent level in English and maths	E	A
2. Educated at degree or equivalent level or relevant higher qualification	D	A
3. Recognised HR qualifications or equivalent	D	A
4. First aid at work qualification	D	A
5. Designated person training or willingness to undertake this	D	A
Experience	Criteria	Assessment
6. Experience of working in a school office or office environment	E	A/I
7. Experience of using a management information system or similar	E	A/I
8. Experience of leading HR services, particularly in an education environment. To manage all recruitment processes, contractual issues, sickness management and maintaining the Single Central Record	E	A/I
9. Experience of managing and promoting letting opportunities at the school, as a way to generate income		
10. Experience of staff line management	D	A/I
11. Experience of working in educational management	D	A/I
Knowledge and Understanding	Criteria	Assessment
12. Understanding of the education system	D	A/I
13. Understanding of confidentiality	E	I
14. Understanding of professionalism within the school environment	E	I
15. Understanding of safeguarding, child protection, equal opportunities and health and safety	E	A/I
Skills	Criteria	Assessment
16. Excellent written and oral communication skills	E	A/I
17. Ability to market the school through a range of mediums, including letters, website development, social media, newsletters and the prospectus	E	A/I
18. Professional telephone and interpersonal manner	E	A/I
19. Strong administrative, organisational and people management skills	E	A/I
20. Excellent time management and diary management skills	E	A/I
21. Ability to use computer skills to support administration and finance work	E	A/I
22. Ability to produce accurate work and related reports to the SLT and wider trust	E	A/I
23. Ability to manage issues and deal with a variety of enquiries	E	A/I
24. Empathy for children and families and their needs and concerns in school	E	A/I
25. Ability to be an excellent ambassador for the school	E	A/I
26. Ability to form appropriate working relationships with parents and other stakeholders	E	A/I
27. Ability to work on own initiative, as well as part of the school and wider trust team	E	A/I
28. Ability to remain calm under pressure and meet deadlines	E	A/I

Personal Qualities	Criteria	Assessment
29. Positive and enthusiastic approach towards work	E	I
30. Approachable, friendly and helpful manner	E	I
31. Flexible and adaptable	E	I
32. Organised and resourceful	E	I
33. Commitment to safeguarding and promoting the welfare of children	E	I