



Person Specification: PA to Headteacher

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Formal secretarial qualifications, including shorthand | | ✓ |
| Educated to at least A level standard and/or appropriate extensive experience | ✓ | |
| Experience | | |
| Experience of providing executive support at a senior level | ✓ | |
| At least 3 years' PA experience within a school or educational setting | | ✓ |
| Knowledge of current HR employment law and practices | | ✓ |
| Knowledge of safer recruitment processes and procedures | | ✓ |
| Skills and Competencies needed | | |
| Proficient in using Microsoft Office Word, Excel, Outlook and Google Drive | ✓ | |
| Knowledge of Microsoft Publisher | | ✓ |
| Excellent written and verbal communication skills, numeracy skills and ability to proof read | ✓ | |
| Ability to organise and prioritise | ✓ | |
| Ability to draft correspondence for the Headteacher | | ✓ |
| Ability to communicate effectively with wide range of contacts | ✓ | |
| An understanding and appreciation for confidentiality and safeguarding | ✓ | |
| Ability to think creatively and anticipate and solve problems | ✓ | |
| Ability to enlist outside expertise and resources to enhance effectiveness | ✓ | |
| Forward planner who sets and meets targets | ✓ | |
| Personal Qualities | | |
| Highly effective communication skills | ✓ | |
| Excellent people management skills | ✓ | |
| A sense of humour and perspective | ✓ | |
| A capacity for hard work and the ability to manage its pressures | ✓ | |
| Commitment, honesty and integrity | ✓ | |
| Ability to work on own initiative | ✓ | |
| An excellent record of attendance and punctuality | ✓ | |
| Ability to be discrete and maintain confidentiality | ✓ | |
| A willingness to take part in occasional out of hours school activities | | ✓ |

The position involves substantial contact with children and is subject to an enhanced check by the Disclosure and Barring Service.