

PA to the Headteacher

PERSON SPECIFICATION

E= Essential, D = Desirable

| | E | D |
|--|---|---|
| Skills/Abilities | | |
| Ability to manage a demanding workload and a variety of administrative tasks with varying deadlines | ✓ | |
| Ability to build positive relationships with parents and other stakeholders | ✓ | |
| Excellent communication skills, able to clarify and explain instructions verbally and in writing | ✓ | |
| Able to self-manage as well as work in a team | ✓ | |
| Professionally discrete and able to respect confidentiality | ✓ | |
| Ability to act decisively and proactively | ✓ | |
| Ability to work with data | ✓ | |
| Able to contribute to wider school initiatives | | ✓ |
| Knowledge and Understanding | | |
| Excellent organisational skills with the ability to plan and balance priorities, maintain high standards and work accurately and effectively | ✓ | |
| Awareness of safeguarding and child protection practices | | ✓ |
| Experience | | |
| Previous experience of using MS Office (Excel, Word) and Google docs in a busy office setting | ✓ | |
| Previous experience of working as a PA | | ✓ |
| Previous experience of record keeping | ✓ | |
| Previous experience of proof reading documents | ✓ | |
| Previous experience of minute taking | ✓ | |
| Qualifications | | |
| Business Administration qualification | | ✓ |
| Attributes | | |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | ✓ | |
| Enthusiastic, motivated and committed | ✓ | |
| The ability to remain calm under pressure | ✓ | |
| Able to be flexible and to support the Headteacher with meetings and tasks that may occur with little notice | ✓ | |