

Person Specification Headteacher's P.A.

| | Essential | Desirable |
|---|--|---|
| Qualifications | <ul style="list-style-type: none"> • Successful completion of a level 3 course and at least GCSE Grade C standard or equivalent in English Language and Mathematics | <ul style="list-style-type: none"> • Further education qualification/s in relevant fields |
| Experience, skills and knowledge | <ul style="list-style-type: none"> • Experience of working in a busy office environment • Proven experience in a PA or equivalent role • Experience in the use of SIMs • Experience of convening meetings and accurate minute taking • Experience of managing and maintaining accurate records and filing systems • Ability to build and form good relationships with students, colleagues and other professionals • Able to lead, develop and motivate, delegating duties as required • Ability to work constructively as part of a team, understanding school roles and responsibilities • Excellent and meticulous organisational skills • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals • Ability to absorb and understand a wide range of information • Ability to proficiently use Microsoft Office computer software including Outlook, Word, Excel, and PowerPoint | <ul style="list-style-type: none"> • Experience in the line management of staff • Experience of working in a school or similar establishment in the role of a PA • Experience of staff recruitment and associated personnel matters • Knowledge and understanding of Safer Recruitment requirements in schools • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as School Governance, Freedom of Information Act, GDPR etc. |
| Personal qualities | <ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure • Able to work flexibly to support others and respond to unplanned situations • Ability to deal with confidential matters and materials in a sensitive and appropriate manner • Desire to enhance and develop skills and knowledge through CPD • Evidence of excellent attendance and punctuality record • Commitment to the highest standards of child protection and safeguarding procedures • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community | |