



**PA to Principal/SLT
PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Working within an office environment, dealing with members of the public. • Experience of Microsoft Office packages and SIMS • Experience of working effectively with others to meet common goals 	<ul style="list-style-type: none"> • Experience of working in an education or agency setting • Experience of procedures relating to child protection and safeguarding • Experience as a PA or secretary and/or office management 	Application form including personal statement, interview and references
Skills and Attributes	<ul style="list-style-type: none"> • Suitability to work with young children • Able to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to maintain strictest confidentiality and integrity at all times • Ability to liaise with other members of staff in a professional manner • Knowledge of promoting inclusion and equal opportunities • Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload • Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these • Ability to plan and develop systems • Ability to organise, lead and motivate other staff • Ability to cultivate positive and effective relationships to encourage the best possible outcomes • Ability to adhere to working procedures and policies within the school environment • Ability to work under pressure and meet deadlines 	<ul style="list-style-type: none"> • Sensitivity in collaborative work with colleagues within and outside the school • Ability to be flexible in order to create effective solutions 	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

	<ul style="list-style-type: none"> • Ability to relate to students and staff • Ability to deal with problems in a positive and systematic manner • Excellent communication, presentation and interpersonal skills. • Professional telephone manner • Expectations of high standards 		
Personal qualities	<ul style="list-style-type: none"> • Ability to use judgement and initiative • Approachable • Ability to prioritise • Ability to work on own initiative • Excellent personal organisation and self-motivation • Commitment • Reliable and trustworthy • Flexible approach to work • Flexibility to commit to additional hours if required • Honest • Ability to be sensitive to the needs of others, ability to be supportive • Professionalism • A sense of humour, warmth, energy, stamina and resilience • Willingness to reflect upon his/her experiences in a critical and constructive manner • High standards of personal appearance 	<ul style="list-style-type: none"> • An enthusiasm for challenge, development and innovation 	Application form, personal statement, interview and references
Education and qualification	<ul style="list-style-type: none"> • GCSE or equivalent qualification or experience in a relevant discipline • Excellent numeracy and literacy skills including written English • Willingness to undertake further professional development 	<ul style="list-style-type: none"> • High level of IT literacy • Qualification in English/IT 	

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.