



## PERSON SPECIFICATION – PA to Headteacher and CEO

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills minimum English and Maths GCSE Grade B or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in office administration</li> <li>• Educated to degree level</li> </ul>
<b>Knowledge/Experience/Ability</b>	<ul style="list-style-type: none"> <li>• Previous experience in carrying out a PA role to Senior Leadership</li> <li>• Effective use of ICT packages and excellent keyboard skills</li> <li>• Professional demeanour, excellent inter-personal skills and the ability to deal with various members of public and senior management</li> <li>• Ability to establish priorities and meeting agreed targets and deadlines</li> <li>• Ability to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous PA experience in a large school, MAT, or other large Education establishment</li> <li>• Working knowledge of SIMS</li> <li>• Understanding of Educational policies and procedures</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>• Works to a high level of confidentiality</li> <li>• Able to work independently and take initiative</li> <li>• Work constructively and effectively as part of a team, understanding roles and responsibilities and your own position within these</li> <li>• High level of attention to detail</li> <li>• Able to work well under pressure</li> <li>• Embrace responsibility for identifying sound and effective solutions to a variety of different problems</li> <li>• Flexible and adaptable</li> <li>• Positive professional outlook at all times</li> </ul>	