



Person Specification: Personal Assistant to the Headteacher

	Essential or Desirable	Method* of Assessment
Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures	Essential	A
Qualifications		
Appropriate degree or equivalent level of education	Essential	A
Trained in the use of a variety of ICT packages	Essential	A
Knowledge of personal assistant roles and responsibilities	Essential	A
Training in typing and formatting of a variety of documents including spreadsheets	Essential	A
Experience		
At least 2 years working in school or other educational establishment	Desirable	A
Experience of managing staff in relation to the PA role	Essential	A
Some experience of human resources e.g. recruitment and/or monitoring attendance	Essential	A
Experience of working to targets and deadlines	Essential	A/I
Experience of managing meetings including preparation and circulation of papers, minutes and ensuring information is circulated as required	Essential	A
Experience of managing diaries at a high level, including communication with a range of audiences.	Essential	A
Experience of managing high profile events	Desirable	A/I
Experience of developing policies, processes and procedures	Essential	A/I
Skills, knowledge, understanding		
Knowledge and understanding of safeguarding best practice	Essential	A/I
Knowledge and understanding of health and safety best practice	Essential	A/I
Ability to work independently, proactively and efficiently	Essential	A/I
Excellent attention to detail	Essential	A
Ability to respond quickly and effectively to issues that arise	Essential	A/I
Personal Qualities		
Ability to communicate exceptionally well both orally and in writing with parents and carers as well as other stakeholders in the academy	Essential	A/I
Ability to work to deadlines	Essential	A/I
Ability to manage own workload and on own initiative and to work proactively	Essential	A/I
Ability to develop quality control systems	Essential	A/I
Ability to develop and maintain good relationships with a wide range of people, from parents, governors, pupils to outside agencies	Essential	A/I
An absolute commitment to the belief that every child deserves the very best education	Essential	A/I
Ability to inspire, challenge, influence and motivate others	Essential	A/I
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential	A/I
An excellent health, punctuality and attendance record	Essential	A
An understanding of child protection and safeguarding	Essential	A/I

Other Requirements		
A commitment to on-going personal development and willingness to undertake appropriate training	Essential	A/ I
Appointment to the post is subject to a satisfactory enhanced DBS check	Essential	A
Ability to contribute towards creating a safe & protective environment	Essential	A/I
Commitment to maintaining high standards & expectations	Essential	A/I
Commitment to contributing to academy life as a whole	Essential	A/I
Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students	Essential	A/I

***Methods of Assessment:**

(A)Application

(I)Interview

(T)Tasks