



Blessed John Henry Newman RC College

Personal Assistant to the Deputy Headteacher– Person Specification

[A] Training and Qualifications

E	Essential
D	Desirable
A	Application
I	Interview
R	References

	Essential or Desirable	How/when measured
Commitment to personal/professional development	E	A/I/R
Level 2 English and Mathematics Qualification (GCSE Level 4 or equivalent)	E	A/I/R
Practising Catholic	D	A/I

[B] Professional Knowledge and Understanding

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential or Desirable	How/when measured
Excellent communication skills and the ability to prepare written work to a high standard	E	A/I/R
Experience of presenting information in a variety of ways	E	A/I/R
Ability to make sound judgements and prioritise multiple demands whilst maintaining a calm and professional approach	E	A/I/R
Ability to act on own initiative, dealing with any unexpected problems that arise	E	A/I/R

Ability to demonstrate good interpersonal skills to communicate with a range of people	E	A/I/R
ICT literate, with excellent, up to date, working knowledge of MS office suite of applications including Word, PowerPoint, Excel	E	A/I
Understanding of the practical application of Equal Opportunities	E	A/I
Ability to maintain strict confidentiality, working with sensitive information	E	A/I
Ability to work effectively and supportively as a member of a team	E	A/I/R
Reliable, enthusiastic, committed	E	A/I/R
Self-motivated with a 'can-do' approach to problem solving	E	A/I
Ability to interpret and follow procedures	E	A/I/R
Ability to work effectively with a range of people – staff, students, parents and other stakeholders	E	A/I/R
Commitment to safeguarding and promoting the welfare of children and young people	E	A/I/R
Experience of working with Publisher	D	A/I
Experience in a similar role, eg PA/office administration	D	A/I
Relevant experience of working in a school environment	D	A/I/R
A genuine interest and desire to work in education, supporting positive outcomes for young people	E	A/I

[C] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to demonstrate:

	Essential or Desirable	How/when measured
Commitment to developing and enhancing the schools Catholic Ethos	E	A/I
Willingness to undergo appropriate checks, including enhanced CRB checks	E	I/R
Motivation to work with children and young people	E	A/I/R
Good communication skills	E	A/I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A/I/R
Open-mindedness	E	I/R
A forward-thinking approach	E	I/R
Excellent interpersonal skills	E	A/I/R
Ability to be reflective and self-critical	E	I/R

Potential for further development	E	A/I
Ability to establish good working relationships and effective teamwork	E	A/I/R
Excellent role model for colleagues and for students	E	A/I/R
Team worker	E	A/I/R

[D] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above. It should be no more than two sides of A4 in size 12 font.*

[E] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer	E