



	Headteacher's Personal Assistant (Grade F) - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
Professional Dispositions	Commitment to the Academy's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Track record in excellent customer service	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Evidence of learning beyond the workplace	D
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C or higher. A-levels or equivalent.	E
	Degree or similar level vocational / professional qualifications; post-graduate qualifications	D
Experience	Senior administrator / PA or position of similar / greater level of responsibility for at least 2 years	E
	Working within a school environment for at least 2 years	E
	Able to work effectively as part of a team	E
	Taking and writing up minutes of meetings	E
	Experience of clerking governor meetings	D

	Headteacher's Personal Assistant (Grade F) - CRITERIA	Essential / Desirable
	Experience of using a range of computer software packages and systems	E
	Experience of using SIMS	D
Skills and Knowledge	Interest in keeping up to date with latest practices and legislation in schools and, where relevant, elsewhere	E
	OFSTED inspection protocols	D
	Excellent levels of literacy	E
	Sound knowledge of FOI / Data Protection	E
	High level of competency in using Microsoft applications (esp. Outlook, Word, Excel, PowerPoint)	E
	Ability to swiftly adapt to and utilise new systems and software	E
	Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions	E
	Ability to plan, organise and prioritise effectively	E
	Ability to create, edit and use databases	E
	Ability to use Management Information Systems, especially if educational (e.g. SIMs), and to produce reports from them.	E
	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing to a full range of audiences including on public relations matters.	E
	Able to draft correspondence to a high standard.	E
	Ability and desire to communicate and relate well to young people, accepting all members of our community have a role to play in the wider education of our students	E
	Ability to assess and diffuse confrontational situations	E
	Complete discretion and confidentiality	E
Safeguarding of Children and Young People Relationships	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

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