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| **Headteacher’s PA and School Administratior** **Person Specification** |  |

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| Attributes | **Essential** | **Desirable** | **How Identified** |
| Qualifications | * English GCSE (or equivalent)
* Willingness to undertake additional qualifications
* Willingness to undertake specific training
 | * Certificated additional qualifications e.g. NVQ / Diploma / Degree
 | Letter InterviewApplication |
| **Job related Experience and Skills** | * Advanced knowledge and experience of utilising SIMS (School Information Management System)
* A commitment to high quality work
* Excellent ICT skills
* Good attention to detail and ability to proof read
* Experience of working with young people
* Knowledge of what constitutes effective leadership support in a school environment
 | * Experience of working in a school or college in a demanding PA role
* Able to generate new ideas and initiatives
* Sound knowledge of current educational issues
 | Letter InterviewApplication |
| **Other Relevant Training** | * Evidence of commitment to own professional development
 | * Additional learning/experience
 | Letter Application |
| **Person(al) Skills** | * Advanced interpersonal skills, with the ability to build and maintain effective professional relationships with key stakeholders and operate with tact and discretion
* Dymanic, proactive, solutions-focused
* Organise and prioritise work load and meet deadlines
* Communicate effectively orally and in writing to a range of audiences
* Excellent communication skills
* Ability to work effectively within a team and collaboratively with parents/carers
* Have high standards of punctuality, attendance and personal presentation
 | * Able to work under pressure
* Able to foster excellent relationships with students and key stakeholders
 | Letter InterviewApplication |
| **Safeguarding** | * Able to demonstrate an understanding of safeguarding
 | * Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity
 | Letter InterviewApplication |