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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  Interview  Application |
| **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  Interview  Application |
| **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  Interview  Application |
| **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  Interview  Application |