

## PA to the Headteacher

### PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
<b>Skills/Abilities</b>		
Ability to manage a demanding workload and a variety of administrative tasks with varying deadlines	✓	
Ability to build positive relationships with parents and other stakeholders	✓	
Excellent communication skills, able to clarify and explain instructions verbally and in writing	✓	
Able to self-manage as well as work in a team	✓	
Professionally discrete and able to respect confidentiality	✓	
Ability to act decisively and proactively	✓	
Ability to work with data	✓	
Able to contribute to wider school initiatives		✓
<b>Knowledge and Understanding</b>		
Excellent organisational skills with the ability to plan and balance priorities, maintain high standards and work accurately and effectively	✓	
Awareness of safeguarding and child protection practices		✓
<b>Experience</b>		
Previous experience of using MS Office (Excel, Word) and Google docs in a busy office setting	✓	
Previous experience of working as a PA		✓
Previous experience of record keeping	✓	
Previous experience of proof reading documents	✓	
Previous experience of minute taking	✓	
<b>Qualifications</b>		
Business Administration qualification		✓
<b>Attributes</b>		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
Enthusiastic, motivated and committed	✓	
The ability to remain calm under pressure	✓	
Able to be flexible and to support the Headteacher with meetings and tasks that may occur with little notice	✓	