**Personal Assistant to the Headteacher**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Educated to NVQ Level 3 or equivalent qualification.
* English and maths to GCSE/ standard grade or beyond
 | * Basic First Aid qualification
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| **Experience and knowledge** | * Successful experience in a PA role within a busy office environment
* Experience of working successfully and cooperating as a member of a team
* Experience in the use of Word, Excel, PowerPoint, email and database programs
* Ability to take accurate notes of meetings when required with efficient turnaround
* Knowledge of general school policy and procedures
 | * Knowledge of SIMs software
* Knowledge of website maintenance and update
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| **Skills**  | * Be numerate and accurate
* Proven high communication skills, oral and written in order to produce detailed reports and memos
* Excellent telephone manner
* Ability to build effective working relationships with a wide variety of individuals
* Demonstrates an attention to detail and an ability to stick at routine tasks.
* Be able to use own initiative and work independently.
 | * Shorthand
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| **Professional values** | * Willingly cooperates with others both within and external to the school and highlights potential problems in a positive and supportive way.
* Evidence of well-developed interpersonal skills. Ability to communicate effectively, negotiating ability and tact to promote good relationships within and outside the school.
* Adopt a flexible approach to working.
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| **Personal Characteristics** | * A ‘people person’
* Reliable and punctual
* Approachable and empathetic
* Creative and enthusiastic
* Organised and resourceful
* Smart appearance
* Proactive
* Solution focused
* A well-developed sense of humour
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|  | * Have or be willing to undergo an enhanced DBS check
* Be willing to undergo a pre-employment health check
* Be willing to undertake training commensurate with the post
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*The person specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement how you meet the above criteria*