



Personal Assistant to the Headteacher
Person Specification

Qualifications and Training	E/D	A/I
GCSE English and mathematics at grade 4/C or above	E	A
Evidence of recent and relevant CPD	E	A
Experience		
Experience of working in a school/academy setting (or similar)	D	A
Experience of working closely with colleagues	E	A
Experience of dealing and communicating with the public directly and through written/online channels	E	A
Experience of supporting colleagues' professional development through coaching and mentoring	D	A
Ability/Skills		
Ability to interact positively and productively with students, parents/carers, visitors and staff	E	A/I
Take initiative and work independently	E	A/I
To prioritise and plan to ensure completion of tasks	E	A/I
Organise and develop effective systems	E	A/I
To have a good working knowledge of Integris or SIMS	E	A
To be able to use initiative and have problem solving skills	E	A/I
The aptitude to adapt to changing circumstances and work well under pressure to a high level of accuracy	E	A
The capacity to listen, empathise and resolve conflict	D	A/I
Proficient ICT skills and use of ICT software packages to support learning and complete administrative tasks	E	A/I
Disposition		
High professional standards and expectations	E	A/I
A desire to play a central part in the wider life of the Academy	E	A/I
A commitment to promoting equality, diversity and inclusion	E	A
A thorough understanding of up-to-date safeguarding requirements and best practice	E	A

E = Essential

A – Assessed by Application Form

D = Desirable

I – Assessed at Interview