



Melbourn Primary School: Making learning Irresistable

Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

An enhanced DBS check is required for this post.

PERSON SPECIFICATION

Confidential PA to the Headteacher

Criteria to be assessed at the following stage:

A: Application

R: Reference

I: Interview

Key Criteria	Essential	Desirable
Qualifications & Training	Educated to A level standard or equivalent (A) English & Maths GCSE	Qualification or training in Business Administration or communications (A/I)
Experience	Considerable experience of providing a proactive secretary or PA support and initiating and maintaining effective office systems/possesses (I)	Experience working in an educational environment. (A)
Knowledge, skills, abilities and professional attributes	<p>A good team player with strong personal qualities such as confidence, integrity, caring and positivity with a sense of humour. (A/R/I)</p> <p>Excellent literacy and numeracy skills to be able to produce documentation to the highest standard (A/I)</p> <p>Highly developed IT Skills (A/I)</p> <p>Effectively communicates and exchanges orally and in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public. (A/I)</p> <p>Effectively manages and leads others. (A/I)</p> <p>Takes a flexible approach to changing priorities and unexpected situations. (A/I)</p> <p>Consistently performs to the best of their ability in accordance with the school's policies and procedures and delivers an efficient and effective service. (A/I)</p>	<p>Experience in producing meeting minutes and documents of high quality. (A/I)</p> <p>Ability to keep abreast of changes to relevant education legislation and adhere to policies and procedures and codes of practice such as GDPR and Health & Safety. (A/I)</p> <p>Understanding of promoting positive relationships with the wider school community. (A/I)</p>



	<p>Ability to use and a range of problem-solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues. (A/I)</p> <p>Ability to remain calm and support others in being calm in the face of difficulties. Empathy and insightful when reading situations and the ability to help facilitate solution finding. (A/R/I)</p> <p>Recognises the importance of continued professional development and identifies training needs. (A/I)</p> <p>Represents the school with integrity and professionalism. (A/I)</p> <p>Resilient and able to work under pressure. (A/I)</p> <p>Commitment to safeguarding and promoting the welfare and children. (A/I)</p>	
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