**Headteacher’s PA and HR Manager**

**Person Specification**

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| **QUALIFICATIONS AND TRAINING** | A recognised professional qualification or relevant working experience  Evidence of Continuing Professional Development. | Essential  Essential | Application Form  Certificates  Application Form |
| **EXPERIENCE** | Experience of providing high level support in a busy environment.  Experience of using a wide range of office equipment, IT software and information systems related to an administrative environment.  Experience of working as a personal assistant.  Experience of producing documents of a high quality. | Essential  Essential  Desirable  Essential | Application Form and Interview (for all) |
| **KNOWLEDGE AND SKILLS** | Highly organised with the ability to multi-task.  Ability to prioritise work and to meet deadlines.  Ability to provide evidence of strategic thinking and planning.  Ability to communicate effectively, orally and in writing to a variety of audiences.  Ability to handle difficult and complex situations sensitively and compassionately.  Commitment to the safeguarding of young people and share in the college’s approach. | Essential  Essential  Essential  Essential  Essential  Essential | Application Form and Interview (for all) |
| **PERSONAL QUALITIES** | Ability to work calmly under pressure and also to work on own own initiative  Commitment to the Catholic ethos of the College  Enthusiasm and positive ‘can do’ disposition  Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues  Honest, reliable, loyal, discrete, creative and resilient | Essential  Essential  Essential  Essential  Essential | Interview and Application form (for all) |