



Headteacher's PA Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Headteacher's PA** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none"> ■ Business Administration/Personal Assistant or similar qualifications/experience. 	<ul style="list-style-type: none"> ■ Previous work in an educational environment. ■ Previous work in an HR admin environment.
Skills/Abilities	<ul style="list-style-type: none"> ■ Outstanding ICT skills, including Microsoft Word, Excel and Outlook and the ability to adapt to the use of technology and school systems. ■ Excellent organisational and administrative skills, with experience in multi-tasking, managing own time and prioritising workloads. ■ Proven experience working in a discreet and sensitive manner with a high level of discretion and confidentiality at all times. ■ Flexible, adaptable and calm in a dynamic working environment with competing priorities. ■ Outstanding communication and interpersonal skills with an ability to build relationships with people at all levels, both internally and externally. ■ Excellent written and verbal communication skills with an excellent phone etiquette. ■ Excellent attention to detail with a high degree of initiative and a flexible attitude. ■ Ability to be resourceful and proactive when issues arise. ■ To be self-motivated, persistent, and good humoured. 	<ul style="list-style-type: none"> ■ Able to work independently and with initiative.
Personal characteristics	<ul style="list-style-type: none"> ■ Must inspire the trust and confidence of the Headteacher. ■ Ability to work under pressure. ■ Able to exhibit tact and diplomacy at all times. ■ Enthusiastic with a pleasant disposition. ■ Warm, welcoming, friendly and helpful personality. ■ Dependability and good time keeping. ■ Professional attitude and appearance. ■ Committed to safeguarding and promoting the welfare of students. ■ A positive and collaborative team player. 	<ul style="list-style-type: none"> ■ Evidence of recent self-development.