



Person Specification for Headteacher's PA

Qualifications/Training	
Requirement	Criteria
English and Mathematics GCSEs or equivalent	Essential
HR Qualification	Desirable
Typing / word-processing qualification	Desirable
Headteacher PA training/qualification	Desirable

Knowledge and Experience	
Requirement	Criteria
Excellent command of the English language both written and oral	Essential
Experience of working in an office environment	Essential
Experience of working with Microsoft products/IT systems	Essential
Ability to make an effective contribution within a team	Essential
Ability to demonstrate a clear understanding of the safeguarding children agenda and its application	Essential
Experience of working in an academy environment	Desirable
Experience of working in a school	Desirable
Experience / working knowledge of PS software	Desirable
Experience of using RM Integris database or similar schools package	Desirable
Working knowledge of staffing issues / HR function	Desirable

Skills	
Requirement	Criteria
Excellent telephone manner	Essential
Practical experience of working with people / customer service skills	Essential
Evidence of using ICT skills in the workplace (or significant qualification)	Essential
Excellent typing / word processing skills	Essential
Excellent administrative and clerical skills	Essential
Ability to form good working relationships with colleagues and parents	Essential
Ability to multitask over a range of office tasks	Essential
Ability to work as part of a team, as well as on own initiative	Essential

Qualities & Attitude	
Requirement	Criteria
Able to develop and sustain good working relationships	Essential
A commitment to accuracy / getting things right first time	Essential
Demonstrates flexibility and adaptability in dealing with changing situations	Essential
Professional and positive attitude to work and the workplace	Essential
Ability to work calmly under pressure	Essential
Excellent sense of humour	Essential

To be able to work to deadlines and schedule tasks, planning ahead to avoid pressure points	Essential
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