

Person Specification

Post: PA and HR Administrator

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Grade C or above in GCSE English and mathematics Qualified to, at least, A Level / Level 3 	<ul style="list-style-type: none"> CIPD Membership 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Creating, editing and proof reading professional high-quality documents Planning and Coordinating events Coordinating successful projects Meeting deadlines Proactive approach to tasks Flexible approach to working Work in an educational setting 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Highly competent in the use of ICT, especially Microsoft Outlook, Excel and Word Excellent communication skills Strong administrative and organisational skills Understanding of confidentiality and discretion, showing sensitivity and objectivity Commitment to safeguarding 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Competent use of MIS (e.g. iTrent) Understanding of Microsoft Teams / SharePoint 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Diplomatic Personal and professional integrity Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References