



Arden Multi Academy Trust

PA to Executive Headteacher

Person Specification



Qualifications	Essential	Desirable
Qualifications	<p>Educated to at least A Level standard or equivalent</p> <p>NVQ in business administration or equivalent in related area</p>	<p>Educated to degree level</p> <p>Evidence of further professional development</p> <p>RSA qualifications</p>
Experience	<p>Experience of high level administrative work in a previous Personal Assistant role supporting a senior member of staff or team</p> <p>Experience of managing and organising a senior manager's diary and forward work programme</p> <p>Excellent phone and written manner</p> <p>Ability to communicate effectively under pressure</p> <p>Excellent organisational skills and ability to juggle multiple tasks and deadlines</p> <p>Experience of organising and minuting meetings and producing accurate minutes</p> <p>Experience of maintaining accurate and up to date correspondence/filing systems</p> <p>Examples of taking the initiative and working independently</p>	
Knowledge	Understanding of education and how schools work	Knowledge of SIMS (school database)
Skills	<p>High levels of IT skills specifically Microsoft Outlook, Word, Excel and Powerpoint</p> <p>Effective written and verbal communication skills</p> <p>High level of attention to detail</p> <p>The ability to drive (travel between schools will be required)</p>	Experience of basic data analysis
Personal qualities	<p>Professional demeanour and evidence of well-developed interpersonal skills with an ability to build relationships at all levels</p> <p>Ability to communicate effectively and confidently both verbally and in writing with negotiating ability and tact to</p>	

	<p>promote good relationships within and outside of the school</p> <p>A strong commitment to education</p> <p>Knowledge of and commitment to school policies, including Safeguarding, Health & Safety, Equal Opportunities and GDPR</p> <p>Conscientious and diligent work ethic</p> <p>Proactive and helpful attitude with ability to take initiative to lead or support on projects as required</p> <p>Ability to manage own workload and ability to work independently</p> <p>Demonstrates attention to detail, reliability and ability to stick to routine tasks</p> <p>Ability to develop excellent working relationships with all internal and external stakeholders</p> <p>Self-motivation and personal drive to complete tasks to the required timescales and standards</p> <p>Personal commitment to continuous self-development</p>	
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