

## PERSON SPECIFICATION – PA to Head, Attendance Officer & Clerk to ESB

Knowledge, qualifications and experience	Essential	Desirable
Knowledge of recruitment including hiring, job descriptions, adverts, interviews		✓
Knowledge of staffing documentation including written offers, handbook		✓
Knowledge of staff welfare issues including return to work interviews, induction		✓
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)	✓	
Experience of managing and maintaining accurate records and filing systems	✓	
Experience of working in a busy office	✓	
Proven experience in a PA role including diary management and travel arrangements	✓	
Experience of organising meetings and accurate minute taking	✓	
Competent Microsoft user	✓	
Further education qualification/s in relevant field (certificate/s to be available at interview)		✓
Experience of working in a school or similar establishment in an administrative support role		✓
Knowledge of SIMS		✓
First Aid qualification or willingness to gain one	✓	
Skills and aptitudes	Essential	Desirable
Ability to work constructively as part of a team, understanding school roles and responsibilities	✓	
Ability to lead, develop and motivate a team of staff, delegating duties as required	✓	
Ability to build and form good relationships with prospective parents, students, colleagues and other professionals	✓	
Initiative and ability to work without direct supervision	✓	
Excellent and meticulous organisational skills	✓	
Good standard of numeracy and literacy skills		
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Ability to effectively operate a full range of ICT equipment and other resources	✓	
Knowledge of relevant policies, codes of practice, and awareness of relevant legislation such as School Admission Code, Data Protection, etc		✓
Ability to proficiently use office computer and HR software including word-processing, spreadsheet, database and internet systems	✓	
Knowledge and understanding of Safer Recruitment requirements in schools		✓
Operating and monitoring and providing required reports		✓
Personal qualities	Essential	Desirable
Ability to show initiative and prioritise one's own work and that of others when under pressure	✓	
Able to work flexibly to support others and respond to unplanned situations	✓	
Able to attend evening meetings as required	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Commitment to the highest standards of child protection	✓	
Recognition of the importance of personal responsibility for Health and Safety	✓	
Commitment to the school's ethos, aims and its whole community	✓	