



OAKLANDS SCHOOL
PERSON SPECIFICATION – HEADTEACHER'S PA

Skills	Essential	Desirable
IT literate	√	
Good oral and written communication skills	√	
Excellent interpersonal skills	√	
Ability to analyse tasks and establish how they may be best achieved	√	
Excellent organisational and planning skills	√	
Effective communication skills	√	
Experience of maintaining records, using IT systems and paper based methods	√	√
Have the capacity to manage own workload	√	
Express oneself clearly, orally or in writing	√	
Able to lead and motivate staff		√
The ability to be resourceful	√	
Good attendance and punctuality	√	
An awareness and understanding of equality of opportunity issues	√	
The ability to observe strict confidentiality and be diplomatic when dealing with sensitive issues/situations	√	
The ability to work under pressure and reconcile priorities		√

Experience	Essential	Desirable
Use of management information systems (eg SIMS)		√
Successful experience in a directly relevant role	√	
Experience of working in a school or similar environment		√

Equal Opportunities	Essential	Desirable
Commitment to ensuring inclusion, addressing diversity and access	√	
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√	

Education & Qualifications	Essential	Desirable
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√	
First Aid qualification		√
Relevant professional development over the last 2 years		√
Training and/or qualification in administration, clerical or related activities to Level 3 or equivalent		√