

Person Specification

PA to the Principal

	Essential	Desirable
Qualifications, and Training	<ul style="list-style-type: none"> GCSE English and Maths or equivalent qualification Recognised qualification or demonstrable experience in Microsoft Office programmes 	<ul style="list-style-type: none"> Relevant Level 3 qualification in Business/Administration or equivalent Microsoft Office Specialist qualification or equivalent
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Experience of using Microsoft Office including Word, Excel, PowerPoint, and Publisher 	<ul style="list-style-type: none"> Experience of working within an educational context Knowledge of HR functions, particularly in relation to absence monitoring, payroll, and recruitment Knowledge of education MIS for example Bromcom
Skills and Abilities	<ul style="list-style-type: none"> Strong communication and interpersonal skills Ability to work with a wide range of people Good organisational skills Ability to think creatively and contribute new ideas Ability to stay calm and controlled under pressure and meet deadlines Ability to develop promotional materials and use these effectively Ability to lead and manage a team Ability to proof read effectively and accurately 	
Personal Qualities and Attributes	<ul style="list-style-type: none"> Effective communicator both in verbal and written form to a variety of audiences Conscientious and reliable An advocate for the Academy and Trust 	<ul style="list-style-type: none"> Able to contribute new ideas Ability to establish positive professional relationships, recognise potential, motivate and challenge staff as appropriate
Commitment To	<ul style="list-style-type: none"> Commitment to diversity and equality of opportunity in all working practices Commitment to child protection and safeguarding policies and procedures Commitment to the values and vision of Maltby Academy and the Trust Commitment to personal professional learning and development 	
Attendance	<ul style="list-style-type: none"> Good attendance record in current employment, (not including absences due to disability) 	