



### Person Specification

<b>JOB TITLE:</b>	<b>PA to the Headteacher</b>
<b>DATE:</b>	<b>April 2025</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. GCSE grade 9 to 4 (A* to C) or equivalent level of qualification in English and Maths.	E	✓		✓	✓
2. Broad, generalist knowledge and understanding of Multi Academy Trusts or educational settings.	E	✓		✓	✓
<b>Experience</b>					
3. Demonstratable administrative experience which includes efficiently maintaining accurate and confidential records.	E	✓		✓	
4. Experience of working in an office management or PA role.	E	✓		✓	
5. Experience of working in an educational environment.	D	✓		✓	
6. Using Microsoft suite of software packages including Word, Excel and PowerPoint.	E	✓	✓		
<b>Skills and competencies</b>					
7. Organisational and planning skills with the ability to organise complex material and appointments, dealing with conflicting priorities.	E	✓	✓	✓	

8. Able to maintain confidentiality and maintain data protection principles.	E	✓		✓	
9. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
10. Able to prioritise workload of self and others effectively to meet deadlines.	E	✓			
11. Excellent communication and interpersonal skills, including the ability to communicate clearly and accurately in writing.	E	✓	✓	✓	
12. Ability to build effective working relationships at all levels within an organisation as well as with external partners.	E	✓			
13. Ability to use own initiative and work autonomously.	E	✓		✓	
14. Ability to support and challenge others to provide an effective customer service.	E	✓		✓	
15. Attention to detail to ensure accuracy of written documentation and effective calendar management.	E	✓	✓		
<b>Other</b>					
16. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
17. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
18. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	
19. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	