

St Ann's School
PA to the Head Teacher & Pupil Data Administrator
Person Specification

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Educated to at least GCSE or equivalent in English and mathematics; Experience of working in a busy office environment; Proven experience in a PA role including diary management; Experience of organising meetings and accurate minute taking; Experience of managing and maintaining accurate records and filing systems; 	<ul style="list-style-type: none"> Further or higher education qualification/s in relevant field; Experience of working in a school or similar establishment in the role of a PA; 	Application form Application letter References Interviews
Knowledge and skills:		
<ul style="list-style-type: none"> Ability to build and form good relationships with students, colleagues and other professionals; Ability to work constructively as part of a team, understanding school roles and responsibilities; Excellent and meticulous organisational skills; Excellent verbal and written communication skills. 	<ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act; Working knowledge of SIMS software package; Working knowledge of website management or willingness to undertake training. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> Excellent standard of numeracy and literacy skills; Ability to absorb and understand a wide range of information; Ability to manage and deal with confidential data/issues appropriately; Ability to proficiently use office computer and information management software including word processing, spreadsheet, database and internet systems. 		Application form Letter of application References Interviews
Personal qualities		
<ul style="list-style-type: none"> Ability to show initiative and prioritise work under pressure; Able to follow direction and work in collaboration with HT and SLT Able to work flexibly to support others and respond to unplanned situations; Calm under pressure; 		Application form Letter of application References Interviews

<ul style="list-style-type: none"> • Desire to enhance and develop skills and knowledge through CPD; • Commitment to the highest standards of child protection and safeguarding; • Recognition of the importance of personal responsibility for health and safety; • Willing to interact with students with Profound and complex disabilities • Commitment to the school's ethos, values and the school community 		
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