**PA TO THE HEADTEACHER**

**PERSON SPECIFICATION**

**Job Title:** PA to Head Teacher

**Grade:** Grade 5

**Hours:** 37 hours per week, term time only, plus 3 weeks.

**Status:** Permanent

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * GCSE’s grade C or above in English and Maths or equivalent * Recognised qualification or evidence of ability to use word processors, spreadsheets and databases | * Experience of SIMS * Full driving licence and own transport | Application Form  Certificate Check |
| **Knowledge and Experience** | * Several years’ experience working in a support role to a senior manager / leader. * Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel * Experience of managing others * Experience of dealing with confidential matters | * Experience of working in a school environment | Application Form  Interview |
| **Skills and Abilities** | * Produce documentation to a high standard with meticulous attention to detail. * Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing * Work with minimum supervision * Respect confidentiality and the sensitive nature of working within a school environment * Flexible and well organised approach to work and able to prioritise workload * To work with frequent interruptions * Work calmly and positively under pressure and to tight deadlines * Work using own initiative and also as part of a team * Able to work flexibly and to attend meetings and INSET days, as required | * Proactive approach to training and development * Able to record, interpret and present data in formats such as Word and Excel | Application Form  Interview  Test |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | | DBS Disclosure |