

## Person Specification

**Job Title:** PA to the Principal/Office Manager

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Level 2 qualifications in English and Maths, or equivalent   | ✓                |                  |
| Relevant Level 3 qualification, for example in Business Admin  |                  | ✓                |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post   | ✓                |                  |
| <b>Experience</b>  |                  |                  |
| Experience of working in a PA role   | ✓                |                  |
| Experience of working in a school environment  |                  | ✓                |
| Experience of leading, managing and motivating staff and providing clear vision and direction  |                  | ✓                |
| <b>Skills</b>  |                  |                  |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation | ✓                |                  |
| Ability to respect and maintain confidentiality  | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office  | ✓                |                  |
| Ability to work well under pressure and manage competing deadlines   | ✓                |                  |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues  | ✓                |                  |
| Understanding of academy child safeguarding procedures   |                  | ✓                |
| <b>Other</b>   |                  |                  |
| Satisfactory DBS check   | ✓                |                  |