PERSON SPECIFICATION - Personal Assistant to the Headteacher (Headteacher’s PA)

*Source: A = Application form C = Certificates I = Interview R = References*

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|  | Essential | Desirable | Source |
| Qualifications and Experience | | | |
| Experience in a school administrative role or a PA/EA role | ■ |  | A, I, R |
| Experience within an educational setting |  | ■ | A, I |
| Educated to NVQ Level 4 or equivalent |  | ■ | A, C |
| Working knowledge of general school policies and procedures |  | ■ | A, I |
| Experience in project management and data analysis | ■ |  | A, I |
| Communication and Professional Attributes | | | |
| Excellent communication, writing, and proofreading skills | ■ |  | A, I |
| Advanced proficiency with Microsoft Office and calendar/email management systems | ■ |  | A, I |
| Strong organisational and time management skills, with the ability to work under pressure and meet tight deadlines | ■ |  | A, I |
| High levels of professionalism, discretion, and emotional intelligence | ■ |  | A, I |
| Strong attention to detail and a proactive, anticipatory approach to problem-solving | ■ |  | A, I |
| Confidence managing up, liaising with senior stakeholders, and juggling multiple priorities independently | ■ |  | A, I |
| Show a good commitment to sustained attendance at work | ■ |  | R |
| Ability to complete detailed reports, forms and letters | ■ |  | A, I |
| Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults | ■ |  | A, I |
| Personal Qualities | | | |
| Promote the school’s strong educational philosophy and values | ■ |  | A, I |
| Contribute positively to a collaborative and inclusive school culture | ■ |  | A, I |
| Build and maintain quality relationships through interpersonal skills and effective communication | ■ |  | A, I |
| Demonstrate personal and professional integrity, including modelling values and vision | ■ |  | A, I, R |
| Prioritise, plan and organise yourself and others well | ■ |  | A, I |
| Think analytically and creatively and demonstrate initiative in solving problems | ■ |  | A, I |
| Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others | ■ |  | A, I |
| Demonstrate a capacity for sustained hard work with energy and vigour | ■ |  | A, I |