**Person Specification – Personal Assistant to the Principal**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Maths and English GCSE grade C/4 or above |  |  |
| **Knowledge and skills** |
| Working knowledge of school systems |  |  |
| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentialityInitiative and ability to prioritise own work and that of others to meet deadlinesEfficient and meticulous in organisationAble to follow direction and work in collaboration with the leadership teamAble to work flexibly, adopt a hands-on approach and respond to unplanned situationsAbility to evaluate own development needs and those of others and to address themCommitment to the highest standards of child protection and safeguardingRecognition of the importance of personal responsibility for health and safetyCommitment to the Trust’s ethos, aims and whole community. |  |  |