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

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|  | **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 confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. |                  |  |