Person Specification for the Post of:

Deputy Heads' PA

Attributes	Essential	Desirable	Assessed
Qualification Criteria	• Good numeracy and literacy skills, at least equivalent to RQF Level 2; • Right to work in the UK.	• Graduate with good honours degree	Application. Copies of relevant certificates brought to interview.
Knowledge and Experience	• Previous experience of working as a Personal Assistant, or similar role in a large organisation, including experience of providing consistent, confidential, timely and proactive support; • Experience of diary management and organising all aspects of internal and external meetings; • Substantial knowledge and experience of office IT systems and ability to deal with changing office technologies; • Appropriate level of data protection, security and confidentiality awareness.	• Previous administrative experience of working in a school; • Knowledge and experience of using SIMS or similar schools' packages.	Application, references and interview.
Skills and Abilities	• Strong attention to detail and meticulous planning and organisational skills; • Ability to ensure confidentiality is maintained at all times and act with tact and discretion; • Excellent written & oral communication skills with a confident telephone manner and the ability to take accurate messages; • Confidence and ability to ask questions relating to achieving the task; • Ability to work independently, responding to tight deadlines, prioritising work whilst collaborating with colleagues to achieve goals and complete projects within timescales; • Flexible and adaptable, demonstrating an innovative and proactive approach to work; • Evidence of well-developed ICT skills; • Willingness to learn new skills and develop; • Good working relationships with colleagues and the ability to form and maintain important relationships with parents, visitors and third parties; • Supportive of the school's excellent staff attendance and punctuality record; • Honesty and integrity.	• Ability to research and analyse information; • Ability to take accurate notes of meetings; • Ability to occasionally adapt working hours to suit the needs of the school.	Application, references and interview.
Other	• Commitment to equality of opportunity and the safeguarding and welfare of all students; • Commitment to own Continuing Professional Development; • Willingness to undertake training; • This post is subject to an enhanced Disclosure and Barring Service check.		References and interview.