



Person Specification – Personal Assistant to the Headteacher

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> - Good oral and written communication skills - Understanding of data protection and confidentiality - Understanding of safeguarding 	<ul style="list-style-type: none"> - Knowledge of school type systems and processes
Experience	<ul style="list-style-type: none"> - Carrying out administrative and secretarial tasks - Dealing with face to face and telephone interactions - Working with children or young people - Working and collaborating with a team 	<ul style="list-style-type: none"> - Experience in a specialist school setting - Experience in a school setting
Skills and abilities	<ul style="list-style-type: none"> - Ability to use relevant office equipment effectively - Ability to use IT packages including word processing, spreadsheets and presentation software - Ability to build effective working relationships with colleagues - Excellent attention to detail - Ability to respond quickly and effectively to issues that arise - Ability to plan, organise and prioritise to meet deadlines - Ability to produce meeting minutes and documents to a high standard - Ability to use own initiative and take action accordingly 	
Personal attributes	<ul style="list-style-type: none"> - Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils - Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school - Commitment to a team approach; exchanging ideas and providing support to colleagues where needed - Ability to work under pressure and prioritise effectively - Commitment to maintaining confidentiality at all times - Commitment to safeguarding and equality - Embraces change well - Deals with difficult situations effectively 	

	<ul style="list-style-type: none">- Patient, flexible and adaptable, meticulous and conscientious	
Qualifications	<ul style="list-style-type: none">- GCSE or equivalent level, including at least grade 4 (grade C) or above in English and Maths	