

Person Specification

Post title	PA to the Principal		
Salary	Band 3		
Education and Qualifications		Essential	Desirable
Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).		X	
NVQ Level 3 or equivalent in relevant field (Business Administration, Secretarial, Word Processing, Administration).		X	
Experience		Essential	Desirable
At least two years of experience in a similar role.		X	
Confidence in operating in a fast-paced environment.		X	
Maintaining positive relationships with a variety of different stakeholders.		X	
Proven track record of following GDPR		X	
Experience of working in a school or other environment with high expectations.		X	
Proven track record of managing under pressure.		X	
Experience of word processing and producing documentation to a high standard.		X	
Experience of planning and organising events.		X	
Experience of servicing meetings including preparation of documentation, taking minutes and following up actions.		X	
Knowledge and Skills		Essential	Desirable
Strong knowledge and skills in the use of ICT packages such as word, excel, PowerPoint and database/management information systems.		X	
Ability to work alone and on own initiative		X	
Ability to work effectively and develop relationships with staff and students, professionals from other agencies, parents/carers and governors.		X	
Ability to liaise positively with staff and students and be customer focussed with a professional and friendly manner.		X	
Understanding of Child Protection/Safeguarding.		X	
Excellent communication skills.		X	
Excellent administrative and organisational skills.		X	
Ability to maintain thorough and accurate records.		X	
Ability to work to deadlines and manage workload effectively		X	
Ability to prioritise work and multitask.		X	
Excellent organisation and time-management skills.		X	

Strong role model to colleagues and students.	X	
Proactive and committed.	X	
Good decision-making skills.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Caring and morally grounded.	X	