

### Person Specification PA to the Headteacher

Barr's Hill School is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	5
<b>Hours</b>	37 per week term time only plus 1 week (39 weeks) a flexible approach to working hours is required
<b>Location</b>	Based at Barr's Hill School with some requirement to travel

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE's grade C or above in English and Maths or equivalent</li> <li>• A relevant level 3 qualification e.g OCR / RSA word processing, CLAIT</li> </ul>	<ul style="list-style-type: none"> <li>• A degree level qualification</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences</li> <li>• Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail</li> <li>• Fast and accurate word processing including spelling and grammar</li> <li>• Able to support continuous improvement and develop and implement efficient and effective administrative systems</li> <li>• Strong interpersonal skills; able to liaise and work with internal and external stakeholders at all levels, and develop effective working relationships</li> <li>• Able to demonstrate tact</li> </ul>		Application Form Interview Written Test

<b>Skills and Abilities continued</b>	<p>and empathy when dealing with sensitive issues</p> <ul style="list-style-type: none"> <li>• Able to understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information</li> <li>• Professional personal Presentation; able to represent the School and Headteacher's Office in a positive light at all times</li> <li>• Proactive and responsive; able to anticipate needs, and to plan work and for the efficient and effective use of resources; adapting plans to meet needs</li> <li>• Able to maintain the highest levels of confidentiality and data security</li> <li>• Able to maintain accurate and organised electronic and hard copy filing systems</li> <li>• Able to take accurate notes which contain the level of detail required for the context concerned, and to produce them in accordance with set timescales</li> <li>• Able to quality assure and consistently produce high quality work, including accurate proof reading</li> <li>• Able to use a range of ICT systems to ensure the efficient and effective running of the Headteacher's Office</li> <li>• Able to work both as an effective team member, and independently using initiative to problem solve</li> <li>• Able to follow the school's</li> </ul>		<p>Application Form Interview Written Test</p> <p>Application Form</p>
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<b>Skills and Abilities continued</b>	<p>safeguarding procedures and recognise when to report any concerns</p> <ul style="list-style-type: none"> <li>• Able to independently research relevant policy and regulations and apply in own work / advise on their application</li> <li>• Can methodically and accurately record, interpret and present written and numerical data in formats including spreadsheets and written reports for use in decision making</li> </ul>		Interview Written Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of successfully carrying out relevant administrative activities</li> <li>• Working at pace and to deadlines; organising and prioritising varied and high volume work</li> <li>• Producing accurate notes and letters</li> <li>• Solving problems to achieve positive outcomes</li> <li>• Working with a range of stakeholders and adapting communications accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Working as a PA or in a role related to the specific duties.</li> </ul>	Application Form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A range of relevant ICT systems</li> <li>• Professionalism and the perceptions of others</li> <li>• How to implement and develop efficient and effective administrative systems</li> <li>• Data protection and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• The issues relating to safeguarding children and young people</li> <li>• Awareness and understanding of the School admission, appeals and exclusion processes and relevant Codes of Practice / statutory guidance</li> </ul>	Application Form Interview Written Test

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview
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**Person specification reviewed by: Chris Jupp, Headteacher**

**Date: January 2022**