



PERSON SPECIFICATION

Job Title: PA to Associate Head Teacher
Grade: Grade 4
Hours: 37 hours per week, term time only, plus 2 weeks
Status: Permanent

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE's grade C or above in English and Maths or equivalent Recognised qualification or evidence of ability to use spreadsheets and databases 	<ul style="list-style-type: none"> Experience of SIMS RSA or CLAIT qualification in word processing 	Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none"> Minimum of 4 years' experience as a PA/Secretary. Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel Line Management experience Experience of dealing with confidential matters 	<ul style="list-style-type: none"> Experience of working in a school environment 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Produce documentation to a high standard with meticulous attention to detail Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing Work with minimum supervision Respect confidentiality and the sensitive nature of working within a school environment Flexible and well organised approach to work and able to prioritise workload To work with frequent interruptions Work calmly under pressure and to tight deadlines Work using own initiative and also as part of a team Able to work flexibly and to attend meetings and INSET days, as required 	<ul style="list-style-type: none"> Proactive approach to training and development Able to record, interpret and present data in formats such as Word and Excel 	Application Form Interview Test
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

A = Application, I = Interview, R = References