

## PERSON SPECIFICATION

**JOB TITLE:** PA to the Heads of School  
**DATE:** May 2023  
**RESPONSIBLE TO:** Heads of School

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE or equivalent in English or Maths at grade C or above	Secretarial qualification
<b>Experience</b>	Experience of general office tasks (e.g. scanning, filing, setting up databases and mailing lists, minute taking, answering telephone queries, conducting basic research, diary management and meeting preparation.	Experience as a School Receptionist Experience working for a charity. Experience working in an educational setting
<b>Skills</b>	Strong Microsoft Office skills (including Word and Excel) Excellent written and verbal communication skills Strong administrative, time management and organisation skills Good team working skills	Experience in line management

### Essential

### Desirable

#### Abilities

- Accuracy and attention to detail
- Positive and enthusiastic attitude
- Committed to undertaking further training and professional development
- Able to quickly develop excellent working relationships with a range of people
- Ability to research information efficiently.
- Literate, numerate and articulate

#### Essential personal qualities

- Physically and emotionally resilient in order to meet the challenges and demands of the role.
- Professional attitude
- Able to take initiative.
- Commitment to high standards of work
- Flexible, adaptable and able to relate well to different types of people
- A commitment to safeguarding and promoting the welfare of children and young people