

PA to Headteacher and SLT coordinator PERSON SPECIFICATION

Competency	Essential	Assessed	Desirable	Assessed
Attainments / Qualifications	<p>Good General Education, including English Language and Maths at GCSE (grade C and above) or equivalent.</p> <p>Relevant administration qualification (BTEC Extended Diploma in Business Studies, NVQ level 3 in Business Administration, Citi & Guilds Advanced Diploma or equivalent proven experience)</p>	<p>A</p> <p>A</p>	Educated in English to A-level standard or equivalent.	A
Skills and Understanding	<p>Emotional intelligence and excellent in inter-personal and communication skills.</p> <p>Insightful and able to anticipate needs before they arise.</p> <p>Excellent IT skills and the ability to learn new IT skills quickly.</p> <p>Highly organised and efficient, able to juggle multiple tasks.</p> <p>Ability to maintain and understand the need for confidentiality.</p> <p>Excellent literacy.</p> <p>Attention to detail.</p> <p>Ability and commitment to maintaining confidentiality</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Extensive knowledge and understanding of Microsoft office, including Teams.</p>	A/I

Prior Experience	An experience administrator with a track record of success.	A	Experience working as a PA.	A
	Experience working with sensitive and confidential information	A	Experience working in a school/ post-16 setting.	A
Behavioural Characteristics	Pro-active and 'can-do' attitude.	A/I		
	Initiative and common sense.	A/I		
	Calm under pressure.	A/I		
	Problem-solver and resolution seeker.	A/I		
	Adaptable and keen to develop new skills.	I		
	A commitment to continuous professional development.	A/I		
	Commitment to working with integrity, openness and honesty.	A/I		
	Commitment to safeguarding and promoting the welfare of children.	I		
Commitment to equal opportunities.	I			

