



PERSON SPECIFICATION

Principal's PA

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
GCSE Grade A-C (or equivalent) in English & Maths	Yes		A
Appropriate administration management qualification/s and/or relevant further education qualifications.		Yes	A
KNOWLEDGE AND EXPERIENCE			
Evidence of significant, successful administration management experience to support the day to day operation of an establishment/company.	Yes		A I R
Experience of managing change and implementing new systems/procedures/controls.	Yes		A I R
Experience of organising meetings and accurate minute taking.	Yes		A I R
Experience of working in a school environment.	Yes		A
Experience of working in a PA role	Yes		A
Commitment to the highest standards of safeguarding and child protection procedures and the responsibilities of adults working within a school environment.	Yes		A I R
An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations	Yes		A I
Experience of preparing data and reports.		Yes	A I R
Experience of working with school governing bodies.		Yes	A I R
SKILLS AND ABILITIES			
Competent IT skills including the use of Microsoft Word, Excel, Powerpoint and databases.	Yes		A I R
Excellent interpersonal, written and oral communication skills	Yes		A I R
Ability to interact with people at all levels combining confidence and assertiveness in a calm, courteous and professional manner	Yes		A I R
Self-awareness and emotional stability	Yes		A I R
Able to communicate clearly and effectively in writing and verbally	Yes		A I R
Able to respond to a wide range of enquiries	Yes		A I R
Able to manage difficult and challenging situations,	Yes		I R

conversations and phone calls.			
Strong organisational, prioritising and planning skills including attention to detail.	Yes		A I R
Good record maintenance skills including information retrieval	Yes		I
Awareness of the need for confidentiality	Yes		A
Able to manage and monitor a budget		Yes	A I
ATTRIBUTES			
Tack and absolute discretion in dealing with all matters	Yes		A I R
Able to work independently but also with the wider team of support and pastoral staff.	Yes		A I R
Flexibility in approach to people and working arrangements	Yes		A I R
A professional, adaptable and proactive attitude.	Yes		A I R
Able to respond calmly, quickly and willingly to urgent and unexpected requests	Yes		A I R
Confident and adaptable in liaising with the wider pastoral team and external agencies where necessary	Yes		A I R
High expectations of self and others	Yes		A I
Resilience and motivation to manage day-to-day challenges	Yes		A I
Accepts accountability and takes personal responsibility for their own actions	Yes		I R
Integrity, flexibility, openness, energy and enthusiasm	Yes		I
Ability to respond in a crisis or to an unexpected event in a calm logical manner	Yes		A I R
Initiative and ability to prioritise one's own work and that of others to meet deadlines.	Yes		A I R
Able to follow direction and work in collaboration with leadership team.	Yes		A I R
Able to attend evening meetings and events if required.	Yes		A I