

PERSON SPECIFICATION

POST: PA TO HEADTEACHER – GRADE 6			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u> A good understanding of school administration and several years' practical experience in a PA or secretarial role English and Maths to GCSE Grade C or equivalent PA/secretarial qualification (e.g. RSA III or equivalent)	To effectively undertake a range of PA/secretarial and administrative tasks To demonstrate a good level of numeracy and literacy To provide the practical knowledge and theoretical context for school administration	Now – training given in specific school systems and processes Now Desirable	5 5 4
<u>MENTAL SKILLS</u> Ability to solve routine problems and use own judgement	To deal with straightforward issues on the Headteacher's behalf	Now	5
<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate effectively to a range of audiences, including senior management, through excellent written and oral communication skills	To receive visitors, answer the telephone and to develop and maintain effective working relationships with colleagues, pupils and 'partners' of the school (Parents, Governors, Visitors etc)	Now	5
<u>PHYSICAL SKILLS</u> Word processing qualification to RSA III or equivalent	To produce documentation and correspondence and to operate a variety of computer systems	Desirable	4

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<u>INITIATIVE & INDEPENDENCE</u> To work on own initiative & plan & organise own workload	To work alone in the office as required and to deal with unanticipated problems and issues	Now	5
<u>PHYSICAL DEMANDS</u> None			
<u>MENTAL DEMANDS</u> Ability to concentrate for short /medium periods of time Ability to be flexible and cope with interruptions in workload	To take minutes at meetings To deal with enquiries and urgent work requests from the Headteacher and members of the Leadership team	Now Now	4 5
<u>EMOTIONAL DEMANDS</u> Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	5



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<u>RESPONSIBILITY FOR SUPERVISION</u> None			
<u>FINANCIAL RESPONSIBILITY</u> None			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Ability/experience in using office computer systems (e.g. MS Word, Excel etc) and school computer systems (SIMS, TUCASI etc)	To produce documentation, interrogate systems and analyse data	IT skills now. Specific training will be given in school systems if required	5