

Person Specification – Head’s PA

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</p> <ul style="list-style-type: none"> • <i>GCSE (or equivalent) in English</i> 	<p>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</p> <ul style="list-style-type: none"> • <i>Secretarial qualification</i> • <i>HR/CIPD qualification L3</i> • <i>Safer Recruitment Training</i> 	Applicant’s certificates
Experience:	<p>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</p> <ul style="list-style-type: none"> • <i>Prior experience in a busy administrative role</i> 	<p>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</p> <ul style="list-style-type: none"> • <i>Experience of working in a school</i> • <i>Experience of working with people</i> • <i>Experience of Safer Recruitment practice</i> 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p>The skills required by the Applicant to perform effectively in the role.</p> <ul style="list-style-type: none"> • <i>High level of IT skills</i> • <i>High level of literacy</i> • <i>Ability to proof read</i> • <i>Willingness to learn new skills</i> 	<p>The skills that would enable the Applicant to perform effectively in the role.</p> <ul style="list-style-type: none"> • <i>Willingness to learn new skills</i> • <i>Experience of setting up new systems.</i> 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p>The knowledge required by the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> • <i>Knowledge of Microsoft Office</i> 	<p>The knowledge that would enable the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> • <i>School Information Management Systems e.g. iSAMS</i> • <i>Knowledge of Microsoft Excel</i> 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

<p>Safeguarding</p>	<p>The outlook required by the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> • <i>Commitment to the safeguarding and protection of children and to the personal development of our pupils</i> • <i>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</i> 	<p>The qualification that would enable the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> • <i>Up-to-date safeguarding training (training will be provided if necessary)</i> 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> <p>Current DBS</p> <p>Safeguarding certificate</p>
<p>Personal competencies and qualities</p>	<p>The personal qualities that the Applicant requires to perform effectively in the role</p> <ul style="list-style-type: none"> • <i>Hardworking</i> • <i>Organised</i> • <i>Team player</i> • <i>People skills</i> • <i>Diplomacy</i> • <i>Discretion</i> • <i>Multi-tasking</i> • <i>Warm and professional manner</i> • <i>High levels of energy</i> 	<p>The personal qualities that would assist the Applicant to perform effectively in the role.</p> <ul style="list-style-type: none"> • <i>Respect</i> • <i>Credibility</i> • <i>Integrity</i> • <i>Sense of humour</i> • <i>Creativity</i> • <i>Communication</i> 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>