



PA TO PRINCIPAL / HR LEAD

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • 5 A-C grade GCSE or equivalent • NVQ Level 3 in Business Administration • Microsoft Office qualifications • Proficient in minute taking 	<ul style="list-style-type: none"> • Shorthand • Further or higher qualifications • MIS, SIMS or similar
Knowledge & Experience	
<ul style="list-style-type: none"> • Working as a Senior PA • Previous HR / Recruitment experience in the education sector • Working with a diverse range of people 	
Personal Qualities	
<ul style="list-style-type: none"> • Excellent communication skills • Excellent organisational and prioritising skills • Ability to deal with confidential matters • Ability to manage emotional intelligence • Ability to establish and maintain good professional relationships with colleagues • Ability to work independently as required, showing initiative • Ability to work in a calm and efficient manner even under pressure in a fast-paced environment • Understand the importance and confidentiality and data protection • Excellent attention to detail and ability to work with a high level of accuracy 	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school to further knowledge