

PERSON PROFILE



POST TITLE: PA to Leadership Team and Communications Manager	Essential	Desirable
General Qualifications & Training		
5 GCSEs including English & Mathematics at Grade C (or equivalent Level 2)	✓	
PA diploma or diploma in Business Administration		✓
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓	
Experience		
Previous PA or administrative/ secretarial experience	✓	
Experience of working in a school environment		✓
Previous clerking to governors' experience		✓
Previous experience of minute taking	✓	
Working with children or young people	✓	
Working and collaborating within a team	✓	
Skills, Knowledge & Aptitudes		
Ability to prioritise and organise work effectively	✓	
Excellent oral and written communication skills	✓	
Ability to use own initiative and respond quickly and effectively to issues that arise	✓	
Ability to plan, organise and prioritise to meet deadlines	✓	
Ability to produce meeting minutes and documents of a high quality	✓	
Excellent attention to detail	✓	
Competent in the use of standard IT packages including word processing, spreadsheets and presentation software	✓	
Knowledge of school-based software systems, for example SIMS		✓
Ability to build effective working relationships with colleagues	✓	
Understanding of data protection and confidentiality	✓	
Ability to work to tight deadlines and to remain calm under pressure	✓	
Good interpersonal skills – able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels including face-to-face and telephone interactions	✓	

POST TITLE: PA to Leadership Team and Communications Manager	Essential	Desirable
Competent in the use of standard office software applications such as Word, Excel, email and internet	✓	
An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓	
Personal Attributes		
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement.	✓	
Ability to work under pressure	✓	
Discrete when dealing with sensitive and / or confidential matters	✓	
Embraces change well	✓	
Patient, flexible and adaptable, meticulous and conscientious	✓	
Excellent time management / prioritisation skills	✓	
Flexible, able to multi-task and adapt to changing priorities, with a can-do attitude	✓	
A good team worker whilst retaining the ability to work on own initiative	✓	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement.	✓	
Understands and respects the importance of confidentiality	✓	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓	
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓	
No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓	
Full driving licence		✓
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).	✓	