



PERSON SPECIFICATION – Personal Assistant

Before making an application, candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	Five GCSEs or equivalent including English and Mathematics at grade C or above. ICT level 3 or above	Evidence of continuous professional development	Application.
Experience	Considerable experience of the use of ICT, word processing, Excel, PowerPoint and database systems Competent in clerical and secretarial working in a confidential environment Basic book keeping knowledge and experience Demonstrate initiatives, good work plans, and good time management, being able to prioritise, delegate and renegotiate work schedules	Experience of using SIMS software Experience of working in an organisation which has adopted the Guidance on Safe Working Practices for Adults working with Children and Young People in Educational Settings.	Application. References. Interview
Personal Qualities	Ability to report clearly on impact of own work and work of colleagues. Ability to hold others to account for their performance, both routinely and as part of appraisal. Ability to work independently, as a team leader, and as a team member. Enthusiasm, perceptiveness and a commitment to fairness. A personal commitment to the highest standards of honesty and integrity at all times.	Full support for the aims, values and ethos of the school. Empathy for pupils with high vulnerabilities and their families	Application. References. Interview.
Communication Skills	Clear oral and written communication skills, which can be adapted to a range of audiences. Excellent presentation skills and the ability to adapt complex information for the appropriate audience. Good professional networking skills.		Application. References. Interview.