

Person Specification

Job Title: PA to the Principal/Office Manager

Qualifications	Essential	Desirable
5 GCSE A*-C in English and Maths, or equivalent qualifications	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in a school environment		✓
Experience of working in a PA role	✓	
Experience within administration	✓	
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets etc)	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓
Other		
Satisfactory DBS check	✓	

