



## St Anthony's Girl's Catholic Academy

### PERSON SPECIFICATION

**POST TITLE:** Headteacher's PA

**GRADE:** Grade 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Relevant qualification relating to the role</li> <li>At least 5 GCSE's or equivalent, Graded 5 or above including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Level 5 and above in a relevant field</li> <li>Evidence of sustained CPD</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Significant experience as a PA</li> <li>Significant admin experience</li> <li>Experience of using initiative to manage own workload and meet competing deadlines</li> <li>Experience of using IT packages e.g. Microsoft Office (Word, Excel, PowerPoint)</li> <li>Experience of managing a range of competing priorities effectively</li> <li>Experience of working with staff at all levels within an organisation.</li> <li>Experience of dealing with people face to face, on the telephone and electronically.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading</li> <li>Experience of working in a school</li> <li>Experience of working within a progressive, rapidly changing environment.</li> <li>Experience of HR related procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Assessment/test</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent attention to detail with the ability to produce written correspondence of a high quality.</li> <li>A good level of numeracy is required.</li> <li>Ability to communicate and interact with a wide range of people</li> <li>Excellent</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Assessment/test</li> </ul>

	organisational skills		
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to use discretion and good judgment.</li> <li>• Ability to prioritise and manage own workload amid conflicting demands and busy work periods.</li> <li>• Ability to think ahead and anticipate needs before they arise</li> <li>• Ability to deal with sensitive and confidential information in a professional manner, and maintain confidentiality at all times.</li> <li>• Ability to interact with all levels of seniority, both internal and external.</li> <li>• Excellent written skills</li> <li>• Strong verbal communication skills</li> <li>• A positive attitude</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Assessment/test</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure and at pace</li> <li>• Demonstrates high standards of personal resilience and integrity.</li> <li>• Strongly committed to high quality services.</li> <li>• Able to work as part of a team.</li> <li>• Flexible approach to work.</li> <li>• Committed to the principles of equality and diversity.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work outside normal office hours if required</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• Supports the Catholic ethos within the School and Trust</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>