

**PA to the Leadership Team: Person Specification**

**Education and Experience:**

Prior experience in an PA role, preferably in a school.

Highly proficient in Microsoft Office Suite.

**Skills and Abilities:**

Highly motivated individual who gets things done.

Highly effective English language skills.

Excellent organisational and time management skills.

Know when to take decisions and when to defer.

Ability to prioritise work within projects appropriately and effectively.

Strong communication and interpersonal skills, with the ability to interact with a variety of stakeholders including children, staff, parents, governors and other stakeholders.

Ability to handle confidential information with discretion and professionalism and maintain a high level of confidentiality at all times.

Excellent at 'thinking on your feet' and strong problem-solving skills.

Attention to detail and accuracy of work.

**Personal Attributes:**

Positive, welcoming and proactive attitude – can lead head on in solving an issue and gets results.

Ability to work under pressure and prioritise tasks effectively.

Willingness to learn and adapt to new technologies and procedures.

Commitment to fostering a welcoming and inclusive work environment for all.

Shows dedication and commitment to serving the school community.

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### Person Specification

<b>Post</b>	PA to the Leadership Team
<b>Pay Range</b>	H 7 – H8
<b>Reporting to</b>	Headteacher

#### Essential

Ability to forge effective internal and external working relationships at all levels

To set the highest standards for all areas of the role in ensuring that work is accurate and reflects the high standards set by the school

Ability to communicate effectively, both verbally and in writing, with all stakeholders

Ability to support a school on a journey to excellence, cope with and adapt to change and to remain calm in stressful situations

Ability to 'think on your feet' in resolve

Desire to work in strong collaboration with others and to 'get the job done'

Ability to be flexible in meeting operational needs of the school

Understands the need for strong relationships with others and has the will to work in strong partnership with the team

Enthusiastic and self-motivated

Ability to display a calm, tactful and responsible attitude

Ability to work in an organised and methodical way.