Park Hall/Arden Partnership

PA to Executive Headteacher

Person Specification

Qualifications	Essential	Desirable
Qualifications	▪ Educated to at least A Level standard or equivalent	▪ Educated to degree level ▪ Secretarial qualification
Experience	▪ At least 3 years proven experience of working as a Personal Assistant ▪ Experience of taking minutes at meetings ▪ Experience of working with pace and urgency, being energetic, enthusiastic and decisive	▪ Experience of working in a school
Knowledge	▪ Understanding of education and how schools work ▪ High standard of literacy ▪ Advanced knowledge of Microsoft Office including mail merge and Outlook	▪ Knowledge of SIMS
Skills	▪ Fast and accurate word processing ▪ Proficiency at taking dictation and minutes speedily ▪ Excellent organisational and administrative skills ▪ Ability to prioritise to meet a range of deadlines simultaneously ▪ Effective written and verbal communication skills ▪ High level of attention to detail ▪ Impeccable telephone manner (ability to deal with angry and upset callers)	▪ Touch typist ▪ Shorthand
Personal qualities	▪ Highly efficient, meticulous, punctual and reliable ▪ Ability to work as part of a team and independently ▪ Exceptional interpersonal skills ▪ High level of emotional intelligence, emotional resilience, honesty and professional integrity ▪ Sense of humour and optimism ▪ 'Can do' attitude ▪ Ability to use judgement to anticipate and resolve problems independently, or refer them to the Executive Headteacher ▪ Commitment to the Academy's aims and values ▪ The ability to work with highly confidential matters, with high standards of discretion, trust and judgement ▪ Willingness to undertake training eg safeguarding	▪ Wide and varied interests