

PA to Principal/ HR Administrator: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics. • Experience of working in a busy office environment. • Previous personnel (HR) and administration experience (at least one year). • Proven experience in a PA role, including diary management (at least 2 years) 	<ul style="list-style-type: none"> • Personnel (HR) related qualifications or related qualification in further or higher education. • Experience of working in a school or similar establishment. • First Aid qualification or willingness to gain one 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and students. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. 	<ul style="list-style-type: none"> • Working knowledge of SIMS personnel software package. • Working knowledge of SENTRY. • Working knowledge of SmartLog. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as maternity/paternity/adoption leave. • Working knowledge of payroll/ pension provision. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to absorb and understand a wide range of information. • Ability to maintain accurate records and filing systems. • Ability to deal with confidential data/ issues appropriately. 		
Personal qualities:		
<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>