

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 and administration experience (at least one year). Proven experience in a PA role, including diary management and travel arrangements (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 	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. Ability to absorb and understand a 	<ul style="list-style-type: none"> Working knowledge of SIMS personnel software package. 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. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>wide range of information.</p> <ul style="list-style-type: none"> • 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>