



## PERSON SPECIFICATION

**Post:** Headmaster's PA

**St Joseph's In The Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note an Enhanced DBS Check will be required for this post.**

	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<p>O' Level/GCSE Standard minimum</p> <p>Strong IT skills. A sound knowledge of Microsoft Office, particularly Word and Outlook</p>	<p>A' Level Standard</p> <p>Knowledge of Microsoft Access and Excel</p>	<p>Contents of Application Form.</p> <p>Production of Applicant's Certificates</p>
<b>Experience</b>	<p>Previous Senior PA roles</p> <p>Experience of working in a busy role, dealing with daily enquiries by telephone, email and in person.</p>	<p>Working in a school environment</p> <p>Experience of taking minutes of meetings and working at high level of confidentiality</p>	<p>Contents of Application Form. Application</p> <p>Interview</p> <p>References</p>
<b>Skills &amp; Knowledge</b>	<p>Excellent verbal and written communication skills</p> <p>Experience of drafting letters</p> <p>Meticulous attention to detail</p> <p>Confidentiality and discretion in dealing with sensitive issues.</p> <p>Ability to work effectively and sociably as part of busy team</p> <p>Ability to prioritise workload and organise one's own tasks with minimum supervision</p> <p>Self-motivation</p> <p>Maintenance and co-ordination of various diaries, ie school and Headmaster</p>	<p>Knowledge of Educational practice</p> <p>Familiar with School Inspection procedures</p> <p>Ability to work on own initiative to improve efficiencies</p>	<p>Contents of Application Form</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	Method of Assessment
<b>Personal competencies and qualities</b>	Personable, willing and helpful Cheerful manner with good sense of humour Methodical Punctual and reliable Ability to work calmly under pressure Willing to work outside normal hours if required Willing to undertake relevant training Smart appearance "Can do" attitude		Interview References