

PA to Principal/ HR Manager

Person Specification

Skills & Experience

- Excellent numeracy/literacy skills
- Excellent inter-personal skills, including the ability to communicate with a range of audiences.
- Excellent ICT skills including ability to use specialist packages.
- Secretarial/PA experience with senior post holder
- Experience of working within an educational setting
- Excellent organisation, prioritisation and time management skills.

Personal Attributes & Characteristics

- Excellent attendance and punctuality
- Positive, cheerful and pro-active approach to the role.
- The resilience to thrive in a busy and fast-paced working environment
- 'Self-starter; able to identify own learning needs and actively seek development opportunities.
- Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration.
- Awareness of 'customer care' role; responsive and proactive approach to meeting the needs students, parents, colleagues and visitors.
- High expectations of all students and staff and respect for their social, cultural, linguistic, religious and ethnic backgrounds.
- Ability to work collaboratively with colleagues and network partners beyond the Academy.
- Willingness to seek expertise, guidance and advice when necessary.
- Capacity to develop quickly a working knowledge of the relevant policies, systems, protocols and procedures within the Academy and Trust
- Ability to maintain high level of confidentiality
- Awareness of the importance of safeguarding and safer recruitment procedures.
- High level of awareness of the daily routines of the Academy and any additional activities taking place.
- Commitment to the Academy 's ethos
- Commitment to promoting the Academy in the local and wider community.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date October 2013