



Person Specification

POST: PA to Deputy Headteachers (DHTs)

DATE: 11.11.2022

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Qualifications	A proven high level of organisational skills and efficient working practices with an emphasis on accuracy and attention to detail	E	Application form
	Experience using Sims.net or databases	E	Application form
	Evidence of continuing and recent professional development relevant to the post, if appropriate	E	Application form
	Experience of working in a similar role	D	Application form
Knowledge	Understanding of Health & Safety	E	Application form/interview
	Understanding and support of child protection procedures	E	Application form/interview
	Understanding of procedures and legislation relating to confidentiality	E	Application form/interview
Skills	Ability to produce accurate work to tight deadlines under pressure	E	Application form
	Ability to communicate clearly in writing and orally to a variety of audiences	E	Application form/interview
	Ability to establish rapport and respectful and trusting relationships with children and adults	E	Application form
	Ability to organise time effectively, follow instructions and effectively evaluate own performance	E	Application form
	Excellent IT, literacy and numeracy skills	E	Application form
Attitude	Commitment to the St Martin's School vision	E	Application form/interview
	Commitment to develop and learn in the role	E	Application form/interview
	Hardworking, punctual and reliable	E	Application form/interview

The standards of the job specification are termed as essential (E) or desirable (D)