

PERSON SPECIFICATION

Personal Assistant to the Headteacher – St Martin’s School (SMS)

General	Detail	Examples
Qualifications and Experience	Specific Qualifications and Experience	A good standard of education (A-Level or equivalent). Experience of working at a senior management level within an organisation.
	Knowledge of Relevant Compliance and Governance Framework	Experience of governance in either an education or corporate setting. Experience of documenting and managing extensive policy libraries. Experience of the Control & Assurance function in a corporate/financial service setting. Experience of effective engagement across all levels from Executive Management to auxiliary staff. Effective stakeholder/relationship management.
	Literacy	Outstanding literacy skills.
	Numeracy	Outstanding numeracy skills.
	Accuracy	Focused attention to detail
	Technology	Highly competent ICT skills, specifically, across the Office suite.
	Confidentiality/Data Protection	Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR. Understanding of need for professional confidentiality.
	Project Management	Evidence of setting up and managing projects to a successful outcome. Ability to process and collate information.
	Self - Motivation	A proven self-starter with the ability to shape a role and make it their own
Communication	Written	Outstanding written communication skills with an ability to tailor correspondence to fit audience.
	Verbal	Ability to communicate effectively at all levels. Articulate and measured. Ability to overcome barriers to effective communication.
	Negotiating	Highly effective negotiation and influencing skills and the ability to achieve best possible outcomes. Ability to manage difficult or challenging situations/conversations effectively.
Working with Children	Behaviour Management	Understand and adhere to DET’s Behaviour Policy, as required.
	Curriculum/School Organisation	Good understanding of the learning experience provided by DET Schools in relation to the role.
	Health and Wellbeing	Understand the importance of physical and emotional wellbeing of both yourself and others.
Working with Others	Stakeholder Management	Establish effective relationships with all stakeholders, internal and external. Represent SMS with external stakeholders, as required.

	Relationships	Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust. Be accessible and approachable at all times. Ability to manage PA's, administration, reception and reprographic staff well.
	Team Work	Work effectively as part of a team, but also on own initiative and with minimal supervision. Be a role model for SMS values and behaviours. Be collaborative. Train and develop others, as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level, as required.
	Information Sharing	Develop and implement highly effective systems to share and safeguard information.
Self-Management	Organisational Skills	Ability to prioritise and organise. The role involves many and conflicting priorities, requiring a methodical and calm approach in order to be effective and to deliver. A positive and creative approach to tackling tasks.
	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Problem Solving Skills and Decision Making	Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.
	Creativity	Demonstrate a highly creative approach to work. Able to resolve complex problems independently.
General	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health and Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Continuing Professional Development	Demonstrate a clear commitment to develop and learn in the role. Ability to evaluate own performance and effectively address areas for development.