

PA to the Senior Leader Team, Heathermount School PERSON

SPECIFICATION Criteria required for this post

ESSENTIAL				DESIRABLE			
<i>Requirement</i>	<i>How Identified</i>	Met Yes No		<i>Requirement</i>	<i>How Identified</i>	Met Yes No	
EDUCATION, TRAINING, QUALIFICATIONS AND SKILL SET							
Proficient in IT skills with a strong command of the Google Suite, including Google Docs, Sheets, and Slides, and an adept ability to navigate the internet efficiently.	Application form Certificates			SEND qualifications	Application form Certificates		
Relevant or previous experience in an office role within a school ie Secretarial and / or administrative experience	Application form Interview			Education to degree level or equivalent	Application form Certificates		
Familiar with using office systems e.g. telephone, facsimile, photocopying,	Application form Interview						
Problem solving skills with the proven ability to work under pressure and deadlines	Application form Interview						
Experience in arranging meetings to include the taking of minutes and monitoring progress on action points	Application form Interview						
KNOWLEDGE & EXPERTISE							

Knowledge of SEND Phraseology/terminology and the SEND Code of practice	Application form Interview						
Good working knowledge of Google Suite	Application form Interview						

SKILLS, ABILITIES AND PERSONAL ATTRIBUTES							
Excellent communication skills	Interview			Experience and skills in using secure email systems and Government websites e.g. Egress, DFE	Application form Interview		
Excellent organisational and interpersonal skills, in particular customer service	Interview						
The ability to work on own or as part of a team using your initiative and able to meet deadlines	Application form Interview						
The ability to analyse and interpret data	Application form Interview						
An enthusiastic, committed, and proactive approach to work	Application form Interview						
Ability to adapt positively and flexibly to changing requirements.	Application form Interview						
An understanding of data protection and confidentiality	Application form Interview						
An understanding and commitment to Equality, Diversity & Inclusion, and an alignment to the school's values	Interview						
A positive and helpful attitude toward colleagues, enquirers, applicants, students, and external agencies.	Application form Interview						
Positive and engaging attitude, contributing to a collaborative work environment.	Interview						

