



AMBITION & OPPORTUNITY FOR ALL
THE FITZWIMARC SCHOOL

PERSON SPECIFICATION

PA to Pastoral Senior Leadership Team

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Experience in a PA role in a busy office environment • GCSE English & Maths grade C or above (or equivalent) • Demonstrable experience of working under pressure • Working effectively as part of team 	<ul style="list-style-type: none"> • Experience of working with children (11 -16) in a voluntary or professional capacity. • Experience of effective full diary management • Working in a school setting
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook • Understand and comply with procedures and legislation relating to confidentiality and data protection • Understanding of Safeguarding and child protection procedures • Public facing role - candidate must speak fluent English 	<ul style="list-style-type: none"> • Working knowledge of SIMS system • General understanding of the operation of a school & school procedures and policies
SKILLS	<ul style="list-style-type: none"> • Strong organisational skills-ability to be proactive and prioritise work to meet deadlines • Excellent interpersonal skills - ability to build effective relationships with colleagues, pupils, parents and external links • Effective oral communication skills – able to exchange information clearly, accurately and sensitively • Excellent telephone manner – calm and professional approach • Ability to work independently and take initiative when appropriate • Good attention to detail / work with high levels of accuracy 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional demeanour • Tact, diplomacy, discretion, and confidentiality • Ability to manage own time effectively • Ability to manage difficult or controversial exchanges • Self-motivated • Demonstrate a commitment to equality • Non Judgemental approach 	
STATUTORY/LEGAL	<ul style="list-style-type: none"> • Legal, statutory, and regulatory requirements including an enhanced DBS 	