

Person specification form

Job Title: PA to Deputy & Vice Principal

Department: Support

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	A levels or equivalent	Certificates
Experience	<p>Experience in an admin role involving coordination of stakeholders.</p> <p>Customer Service based, face to face, email and telephone</p> <p>Following policies and procedures</p>	<p>Maintaining systems and processes</p> <p>Minute taking</p>	Questioning and references
Knowledge & skills	<p>High level communication skills</p> <p>Good people and social skills in dealing with staff, external stakeholders and visitors</p> <p>Strong administration skills – well organised and able to prioritise</p> <p>Good IT skills - in particular Word, and Outlook</p> <p>Accuracy in record keeping</p> <p>Attention to detail</p> <p>Team Player</p> <p>Uses own initiative</p> <p>Confidentiality</p>	Able to multi-task efficiently	Certificates, Questioning Task
Personal Qualities	<p>Confident</p> <p>Courteous</p> <p>Flexible</p> <p>Remains calm under pressure</p> <p>Approachable</p> <p>Punctual</p>	<p>Proactive</p> <p>Positive approach to problem solving</p>	Questioning Previous work and scenarios
Motivation & Expectations	<p>Customer services</p> <p>Task orientated</p>		Questioning and references