

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