



Person Specification – PA to Headteacher

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE grade C+ in English and Maths (or equivalent)	✓		Application and documents
Sound literacy and numeracy skills	✓		
Educated to A Level standard		✓	
Educated to Degree Level		✓	
Professional experience	Essential	Desirable	Evidenced
Experience of line managing staff		✓	Application Interview References
Experience of working in an administrative role	✓		
Experience of working in a school		✓	
Proficiency in Office 365	✓		
Personal skills	Essential	Desirable	Evidenced
Excellent administrative, data management, organisation, and planning skills	✓		Interview References
Strong IT skills and a willingness to learn new systems/applications as necessary	✓		
Smart, professional appearance	✓		
Ability to maintain confidentiality	✓		
Able to work independently and as part of a team	✓		



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Meticulously organised, able to plan ahead and able to work to tight deadlines	✓		
Commitment to safeguarding and promoting the welfare of our students	✓		
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Ability to work under pressure and adapt to short-notice changes	✓		
Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview References
Positive mind set with a passion for overcoming barriers.	✓		
Reliable and punctual	✓		
Ability to remain calm under pressure	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		
Discretion	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.