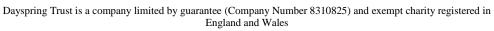


# **Dayspring Trust**

## Venerable Bede Church of England Academy Ian Ramsey Church of England Academy



 $Registered\ Office:\ The\ Venerable\ Bede\ Church\ of\ England\ Academy,\ Tunstall\ Bank,\ Sunderland,\ SR2\ 0SX$ 

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed)



### Person Specification for the Post of PA to Executive Headteacher

#### The PA to Executive Headteacher should have:

#### 1) Education and Training:

	Method of Assessment
Educated to at least GCSE Grade C or equivalent in English & Mathematics	Application Form/Certificates
Further or higher qualification in relevant field	Application Form/Certificates

#### 2) Relevant Experience:

		Method of Assessment
1.	Proven experience in a PA role or similar including diary management and travel arrangements (at least 2 years)	Application Form/Interview/References
2.	Proven experience of handling sensitive telephone calls	Application Form/Interview/references
3.	Experience of working in a school or similar establishment in the role of PA or administrative management	Application Form/Interview/References
4.	Experience of organising meetings and accurate minute taking.	Application Form/Interview/References
5.	Experience of managing and maintaining accurate records and filing systems	Application Form/Interview/References

#### 3) Knowledge and Skills:

		Method of Assessment
1.	Ability to build and form good relationships with pupils, colleagues and other professionals	Application Form/Interview/References
2.	Ability to work constructively as part of a team, understanding school roles and responsibilities	Application Form/Interview/References
3.	Excellent and meticulous organisational skills	Application Form/Interview/References
4.	Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils and other professionals	Application Form/Interview/References
5.	Ability to check the website to ensure that all documentation is accurate and uploaded in a timely manner	Application Form/Interview/References
6.	High standard of numeracy and literacy skills	Application Form/Interview/References
7.	Ability to absorb and understand a wide range of information whilst remaining	Application Form/Interview/References

	calm in a fast paced environment	
8.	Ability to manage and deal with confidential data/issues appropriately	Application Form/Interview/References
9.	Ability to effectively manage diaries	Application Form/Interview/References
10.	Ability to proficiently use Microsoft Office and management information software including word processing, spreadsheets, calendars and internet systems	Application Form/Interview/References

## 4) Personal Qualities:

		Method of Assessment
1.	Commitment to the Trust's ethos, aims and its whole community	Application Form/Interview/References
2.	Ability to show initiative and prioritise one's own work even when under pressure	Application Form/Interview/References
3.	Able to follow direction and work in collaboration with the Executive Headteacher and her team when necessary	Application Form/Interview/References
4.	Able to work flexibly to support others and respond to unplanned situations	Application Form/Interview/References
5.	Desire to enhance and develop skills and knowledge through CPD	Application Form/Interview/References
6.	Commitment to the highest standards of safeguarding and child protection	Application Form/Interview/References
7.	Recognition of the importance of personal responsibility for health and safety	Application Form/Interview/References