



Dayspring Trust
Venerable Bede Church of England Academy
Ian Ramsey Church of England Academy



Dayspring Trust is a company limited by guarantee (Company Number 8310825) and exempt charity registered in England and Wales

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
1. Educated to at least GCSE Grade C or equivalent in English & Mathematics	Application Form/Certificates
2. 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