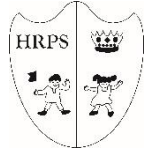




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Person Specification

JOB TITLE: Personal Assistant to Headteacher

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">• Good general level of education• GCSE English and Maths (Grades A*-C) or equivalent• High level of competency in the use of all Microsoft Office programmes	<ul style="list-style-type: none">• Evidence of Continuing Professional Development• Professional HR qualifications
Relevant Experience	<ul style="list-style-type: none">• Experience as a PA or Senior Secretary• Experience of working under pressure using effective, appropriate prioritising to meet formal deadlines• Experience of dealing effectively and independently with a wide range of individuals, using tact and diplomacy at all times• Previous experience of researching and analysing information, providing solutions• Experience of inputting, collating and maintaining electronic data• Experience of working with Management Information Systems	<ul style="list-style-type: none">• Previous employment in/working with schools• Previous experience in a corporate working environment• Experience of using SIMS• Experience of providing HR support
Skills and Abilities	<ul style="list-style-type: none">• Ability to work with a minimum of supervision, prioritise workload and cope with completing deadlines• Use initiative in a variety of situations• Excellent organisational, administrative and time management skills including record keeping and computer literacy• Ability to learn and use new systems quickly• Work as part of a team and independently• Able to work flexibly adapting to changes in work priorities as needed and able to prioritise own	<ul style="list-style-type: none">• Able to maintain records accurately, such as Single Central Record and complete DBS checks

	<p>workload to meet the needs of the Headteacher</p> <ul style="list-style-type: none"> • Ability to communicate effectively (both orally and in writing) to a range of stakeholders in professional meetings • Can assess the accuracy of information in order to provide solutions and possess an analytical approach to research and problem solving 	
<p>Behaviours</p>	<ul style="list-style-type: none"> • To have strong interpersonal and communication skills and the ability to engage positively with staff and stakeholders either in written, verbal or face-to-face situations • Excellent judgement in matters of confidentiality and sensitivity • Ability to demonstrate a calm approach and professional attitude under pressure • Flexibility with notice to attend meetings and complete relevant paperwork and correspondence 	

