

PERSON SPECIFICATION
PA to the Principal and Deputy Principal

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Education and Qualifications

- GCSEs or equivalent, including Maths and English; A-Levels or equivalent qualifications will be considered an asset.

Experience and Skills

- Have a successful track record of working on own initiative as well as part of a team
- Proven experience in an administrative or secretarial role, ideally within an educational setting.
- Experience in handling and directing correspondence, maintaining filing systems, scheduling appointments, and minute-taking.
- Have good IT skills, particularly with Microsoft 365 (Word, Outlook, Teams and One drive).
- Be numerate and have good administrative skills.
- Have good interpersonal and communication skills.
- Have the ability to prioritise and to work under pressure.

Professional qualities

- Be well organised and self-motivated.
- Proven experience in an administrative or secretarial role, ideally within an educational setting in the UK.
- Experience in handling and directing correspondence, maintaining filing systems, scheduling appointments, and minute-taking.
- Ability to develop and sustain positive working relationships with colleagues and external stakeholders.
- Willingness and flexibility to adapt to changes and undertake varied tasks.
- Be friendly, and have a helpful approach to both staff and students.

DESIRABLE

The successful candidate may:

- Have an affinity with 16–19-year-olds.
- Familiarity with handling employment matters, including managing grievances and complaints.
- Experience in managing or supervising other administrative staff.
- Have previous experience of working in a school or college in a similar or related role.