



PERSON SPECIFICATION – Personal Assistant to the Senior Leadership Team (SLT)

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSEs (or equivalent) in English and Maths (Grade C/4 or above) • Evidence of continuous professional development relevant to administration, HR, or school support services • Proficient in MS Office (Word, Excel, PowerPoint), email, and digital filing systems. 	<ul style="list-style-type: none"> • NVQ Level 3 or above in Administration, Business Management, or a related field • HR-related qualification (e.g., CIPD Level 3) or working towards • Training in Arbor or other school MIS • Training in Google Classroom • Safer Recruitment training. • Safeguarding Level 1 or willingness to gain upon appointment • First Aid.
Experience	<ul style="list-style-type: none"> • Experience providing high-level administrative support in a school or similarly complex environment • Experience handling confidential and sensitive information • Experience organising diaries, meetings, and managing correspondence for senior staff • Experience with HR matters and administration, such as recruitment paperwork, onboarding, maintaining personnel files, and absence monitoring • Experience working in a fast-paced environment with competing deadlines. 	<ul style="list-style-type: none"> • Experience providing administrative support to senior leaders (e.g., Headteacher, Deputy Head, Business & Finance manager, SENDCo) • Experience coordinating recruitment processes in an education setting • Experience with minute-taking at formal meetings • Experience supporting governance (e.g., school governors, committee meetings).

Knowledge and Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Strong organisational and time-management skills with the ability to prioritise effectively • Ability to build positive working relationships with staff, parents, external professionals and governors • Understanding of safeguarding and confidentiality requirements in schools • High attention to detail and accuracy in administrative and HR records • Ability to use school software, or willingness to learn (e.g., Arbor, CPOMS, HR systems, Google Classroom, Insight) • Ability to draft correspondence, reports, and meeting minutes to a high standard • Ability to manage school's social media accounts including Instagram. 	<ul style="list-style-type: none"> • Understanding of school HR practices (e.g., DBS checks, Single Central Record, absence monitoring, probation, personnel policies) • Knowledge of education-specific statutory requirements (KCSiE, GDPR, safeguarding protocols).
Personal Qualities	<ul style="list-style-type: none"> • Professional and approachable manner • Integrity, discretion, and commitment to confidentiality • Ability to remain flexible and adapt to changing priorities with a positive mind-set • Proactive and solution-focused approach to tasks and challenges • Commitment to safeguarding and promoting the welfare of children • A team player who works positively with staff at all levels • High level of reliability and commitment to the school ethos and values • Ability to keep calm under pressure 	

	<ul style="list-style-type: none"> • Ability to work well as part of team and on their own 	
Other Requirements	<ul style="list-style-type: none"> • Willingness to undertake training relevant to the role • Ability to work occasional additional hours if and when required (e.g., meetings, recruitment events) • Enhanced DBS clearance. 	