



**ST WILFRID'S RC COLLEGE**

**PERSON SPECIFICATION**

**POST TITLE:** Headteacher's PA/Business Manager

**GRADE:** Band 6

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Level 4 qualification in a relevant field or extensive PA experience or extensive senior administrator experience.</li> <li>At least 5 GCSE's or equivalent, Grade C or above including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Level 5 and above in a relevant field</li> <li>Evidence of sustained CPD</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of using IT packages e.g. Microsoft Office (Word, Excel, PowerPoint)</li> <li>Experience of both leading and working cooperatively and successfully as part of a team</li> <li>Experience of using initiative to manage own workload and meet deadlines</li> <li>Experience of carrying out research and analysis and producing and presenting findings both verbally and in writing.</li> <li>Experience of managing a range of competing priorities effectively.</li> <li>Experience of working with staff at all levels within an organisation.</li> <li>Experience of dealing with people face to face, on the telephone and electronically.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing personal and administrative support.</li> <li>Experience of using Microsoft PowerPoint to produce presentation work.</li> <li>Experience of working within a progressive, rapidly changing environment.</li> <li>Experience of working with a range of stakeholders.</li> <li>Experience of HR related procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Assessment /test</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent attention to detail with the ability to produce written correspondence of a high quality.</li> <li>A good level of numeracy is required.</li> <li>Ability to communicate and</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Assessment /test</li> </ul>

	<p>interact with a wide range of people</p> <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> </ul>		
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to use discretion and good judgment.</li> <li>• Ability to prioritise and manage own workload amid conflicting demands and busy work periods.</li> <li>• Ability to think ahead and anticipate needs before they arise</li> <li>• Ability to deal with sensitive and confidential information in a professional manner, and maintain confidentiality at all times.</li> <li>• Ability to interact with all levels of seniority, both internal and external.</li> <li>• Excellent written skills</li> <li>• Strong verbal communication skills</li> <li>• A positive attitude</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Assessment /test</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure and at pace</li> <li>• Demonstrates high standards of personal resilience and integrity.</li> <li>• Strongly committed to high quality services.</li> <li>• Able to work as part of a team.</li> <li>• Flexible approach to work.</li> <li>• Committed to the principles of equality and diversity.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work outside normal office hours if required</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• Supports the Catholic ethos within the School</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>