



ST WILFRID'S RC COLLEGE

PERSON SPECIFICATION

POST TITLE: Headteacher's PA/Business Manager

GRADE: Band 6

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

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