

	Role:	Personal Assistant to Head Teacher
	Salary Scale:	SO1
	Updated:	16 th June 2026

Descriptor	Requirement	Evidence
	D: Desirable E: Essential	A: Application I: Interview
<i>Qualifications/Training</i>		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	Application Form
Experience of IT software such as Microsoft office, Google suite, MIS systems.	E	Application Form
RSA Word Processing Level 2/3 (typing speed 60 wpm)	D	Application Form
Recent secretarial, project management, HR or other relevant training qualification/certification	E	Application Form
Educated to Degree level	D	Application Form
<i>Professional Experience Knowledge and understanding</i>		
Experience of working as a PA or Secretary for a senior manager in a similar environment	D	Application Form, Interview
Experience of performing all aspects of administration at senior level	D	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Experience of minute taking	E	Application Form, Interview
Experience of planning and coordinating	E	Application Form, Interview
Organising meetings in line with diary management in a time pressured environment	E	Application Form, Interview

Experience of using Microsoft Office and Google to produce a range of professional documents	E	Application Form, Interview
<i>Abilities and Skills</i>		
Proficient in IT with particular skills in MS Word, Excel and Google	E	Application Form, Interview, Test
Proficient user of Bromcom or other MIS	D	Application Form
Significant organisation and administrative skills	E	Application Form, Interview, Test
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
Excellent interpersonal skills and solution focus	E	Application Form, Interview
Ability to consult and negotiate with external agencies to reach the best outcome for the school	E	Application Form, Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
Ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
<i>Equal Opportunities Awareness</i>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities	E	Application Form, Interview

A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
<i>Child Protection & Safeguarding Awareness</i>		
A strong understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview