



PA to Senior Leadership Team

Person Specification

	ESSENTIAL	DESIRABLE/HELPFUL
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of using IT in a variety of applications. • GCSE grade C or above in English and Maths 	<ul style="list-style-type: none"> • Relevant training/qualifications e.g. NVQ Business Admin • Experience of working in a similar role / school experience • Knowledge of school financial systems
SPECIFIC APTITUDE	<ul style="list-style-type: none"> • Well-developed multi-tasking and time-management skills. • Ability to build excellent relationships with colleagues and external contacts. • Ability to exercise tact and diplomacy • Ability to work under pressure and remain calm • 	<ul style="list-style-type: none"> • Commercial acumen
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Show initiative • Good judgement • Ability to work as an individual or as a member of a team. • Supportive of school ethos • Smart and professional appearance 	<ul style="list-style-type: none"> • Ambitious • Practising Catholic