

Job Title: PA to the Principal	Academy: Tollbar Academy	January 2022
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Criteria		Essential	Desirable	How assessed		
				Application form	Interview	Test
Skills	<ul style="list-style-type: none"> Presentation and communication skills, both verbal and written, appropriate to the audience and circumstances 			/	/	/
	<ul style="list-style-type: none"> Organisational skills 			/	/	/
	<ul style="list-style-type: none"> IT skills, including using Microsoft Office applications - Word, Excel, Outlook, Publisher, Powerpoint 	<ul style="list-style-type: none"> Using SIMS and/or other educational Management Information Systems 		/		/
	<ul style="list-style-type: none"> Ability to prioritise conflicting demands to meet deadlines 			/		/
	<ul style="list-style-type: none"> Diplomacy and tact in responding to a range of stakeholders 				/	/
Qualifications and training	<ul style="list-style-type: none"> Relevant Level 3 qualification 			/		
	<ul style="list-style-type: none"> Numeracy and literacy skills to GCSE Grade C/4 			/		
	<ul style="list-style-type: none"> Customer service 			/	/	/
Knowledge	<ul style="list-style-type: none"> Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook, Publisher, Powerpoint) 		<ul style="list-style-type: none"> Awareness of school finance and purchasing procedures 	/	/	
	<ul style="list-style-type: none"> Safeguarding 			/	/	/
	<ul style="list-style-type: none"> GDPR regulations and the application to this role and Academy context 			/	/	/

Criteria	Essential	Desirable	How assessed		
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Experience	<ul style="list-style-type: none"> Providing administrative/PA support to senior managers 	<ul style="list-style-type: none"> Working in an educational setting 	/	/	
	<ul style="list-style-type: none"> Senior managers' diary management 	<ul style="list-style-type: none"> Using and reporting from SIMS educational software 	/		/
	<ul style="list-style-type: none"> Dealing with sensitive and confidential matters 		/	/	/
	<ul style="list-style-type: none"> Taking minutes 		/		
General	<ul style="list-style-type: none"> Ability to work independently on own initiative with limited supervision and able to contribute as part of a team 		/	/	
	<ul style="list-style-type: none"> Approachable 			/	
	<ul style="list-style-type: none"> Committed to continued improvement of ways of working/Academy procedures 		/	/	
	<ul style="list-style-type: none"> Committed to ensuring the safeguarding of students 		/	/	
	<ul style="list-style-type: none"> Committed to taking personal responsibility for, and challenging others' behaviour in relation to equality and diversity 		/	/	
	<ul style="list-style-type: none"> Maintaining awareness and carrying out personal responsibilities with regards to health and safety procedures 		/		
	<ul style="list-style-type: none"> Completing in-house mandatory training as and when required 		/		