

## Bournville Village Primary School Person Specification



**Job Title:** PA to Head Teacher and SLT

**Grade:** 3 term-time only plus one week

**Bournville Village Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful application.**

	<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment*</b>
1.	Equivalent qualification in related area or equivalent experience	✓		A
	<b>Experience</b>			
2.	Experience of providing high-level support in a busy environment	✓		A I R
3.	Experience of working as a Personal Assistant		✓	A
	<b>Knowledge</b>			
4.	Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities		✓	A I
5.	High level of ICT skills including knowledge of ICT software including SIMS and Microsoft applications	✓		A I T
	<b>Skills</b>			
6.	Excellent telephone manner	✓		R
7.	Able to work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities, meet targets and deadlines	✓		A I T R
8.	Demonstrate a clear commitment to the team approach: exchanging ideas and providing support to colleagues. Able to positively adapt to changes in the workplace	✓		A R
9.	Ability to act as a minute/note taker as directed by senior leadership team	✓		A R
10.	Demonstrate an attention to detail and an ability to stick to routine tasks	✓		A T R
11.	Professional manner and ability to deal with various members of the public and senior management	✓		A I R
12.	Ability to develop and maintain efficient record keeping systems	✓		A I R
13.	To be loyal and committed to the school	✓		R

14.	An ability to establish and develop positive relationships throughout the school	✓		A I R
	<b>Training</b>			
15.	Willingness to participate in further training and development opportunities offered by the school	✓		A
	<b>Other</b>			
16.	Ability to demonstrate commitment to Equal Opportunities	✓		

References will also be used to support the selection panel's assessment

**METHOD OF ASSESSMENT**

A – Application

I – Interview

T – Task

R - References