

Finchley Catholic High School

PERSON SPECIFICATION

Job Title: Head's PA

Essential (E) and Desirable (D) Criteria:

Qualifications and Experience

Educated to A Level standard	D
5 GCSEs including English and Maths, grade C or above	E
Minimum three years' previous experience as a PA	E
Experience of working in a school	D
Experience of liaising with external organisations and professional bodies	E

Knowledge and Skills

Ability to absorb and understand a wide range of information, prioritising as appropriate, identifying potential conflicts and resolving	E
Good analytical and problem solving skills	E
Excellent literacy skills	E
Ability to improve own practice / knowledge through self-evaluation and learning opportunities	E
Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents and other stakeholders	E

Personal Qualities

Highly self-motivated with excellent organisational abilities	E
Ability to show initiative and to prioritise own work even when under pressure	E
Ability to work independently and flexibly to meet deadlines and respond to unplanned situations	E
Confidentiality, tact and discretion combined with a calm personality and sound judgement	E
Possess integrity, optimism, resilience, calmness and a sense of proportion	E
Have qualities which earn the trust and respect of students, staff, parents and governors	E
Desire to enhance performance and develop skills and knowledge through CPD	E
Commitment to the highest standards of Child Protection	E
Commitment to the school's Catholic ethos, aims and community	E

September 2021