

HAYDON SCHOOL

PERSON SPECIFICATION – PA TO HEADTEACHER AND SLT

Attributes	Essential / Desirable	How Identified
<u>Qualifications</u>		
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification;	Essential	Certificate / Application
Excellent communication and numeric skills	Essential	Application / Interview
<u>Experience and associated skills</u>		
Experience of working with people in a variety of contexts	Essential	Application / Interview
Experience of using databases and various software packages	Essential	Application / Interview
Experience of minuting meetings	Essential	Application / Interview
Good IT skills including, AI tools, Canva, Word, Excel, PowerPoint, Google Docs	Essential	Application / Interview
Confidentiality	Essential	Application / Interview
Experience of working in a PA/administrative role	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies	Essential	Application / Interview
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality	Essential	Interview / Reference
Ability to develop and improve existing practice	Essential	Interview / Reference
Ability to communicate effectively with internal and external stakeholders	Essential	Interview / Reference
Ability to manage working time effectively and to develop professionally	Essential	Application / Interview
Ability to take accurate minutes	Essential	Application / Interview
Confident to challenge the status quo	Essential	Application / Interview
Organisational skills	Essential	Application / Interview
Solution focused, can do attitude	Essential	Application / Interview

DATE – OCTOBER 2026