



Person Specification – PA to the Headteacher/Admin Officer/Data Manager

Selection Criteria	Essential or Desirable
Education and Qualifications	
<ul style="list-style-type: none"> GCSE English & Maths grade C or above (or equivalent) NVQ3 or equivalent qualification or experience in a relevant discipline, e.g. ICT/Business Administration Keyboard skills qualification First aid certificate Willingness to undertake further professional development 	Essential Essential Desirable Desirable Essential
Experience	
<ul style="list-style-type: none"> Experience as a PA or secretary and/or office management Experience of working within a school environment Experience of dealing with members of the public Experience of working within a team Experience of working in a data management capacity Experience of managing and developing data systems, such as SIMS.net Experience of producing accurate data for reporting and assessment Experience of forming and maintaining network relationships with other agencies for information gathering and analysis Experience of creating and maintaining data capture and data entry templates 	Essential Desirable Essential Essential Desirable Desirable Essential Essential Essential
Professional knowledge and understanding	
<ul style="list-style-type: none"> Understanding of the roles & responsibilities of the headteacher and senior leadership team Understanding and knowledge of effective data management strategies Knowledge of the school calendar and key reporting and assessment arrangements Knowledge of statutory data reporting requirements such as school census Understanding of and commitment to equal opportunity issues within the workplace 	Desirable Essential Desirable Desirable Essential

Skills and qualities	
<ul style="list-style-type: none"> • Suitability to work with young children • Able to form and maintain appropriate relationships and personal boundaries with children • Ability to maintain strictest confidentiality and integrity at all times • High level computer skills. • Excellent knowledge of Microsoft Excel, Word, Publisher • Excellent numeracy and literacy skills (verbal and written) • Ability to solve problems and think independently • Ability to remain calm under pressure and manage conflicting priorities • Demonstrate a positive and professional manner • Enthusiasm, self-motivation and excellent communication skills. • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion. • Ability to work effectively as part of a team to meet common goals • Ability to be self-motivated, flexible and well organised to manage, at times, unpredictable and variable workloads. • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description. • Excellent analytical skills • Professional telephone manner 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal and Professional Conduct	
<p>This post demands the utmost trust and confidentiality. The post holder should maintain high standards of ethics and behaviour at all times, both within and outside school, by:</p> <ul style="list-style-type: none"> • Treating pupils, parents and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a school worker's professional position. • Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions • Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensuring that personal beliefs are not expressed in ways which cause offence or exploit vulnerability. • Having proper and professional regard for ethos, policies and practices of the school, and maintain high standards in your own appearance, manner, attendance and punctuality. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Broadwater Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service (DBS) check.