## **ENDEAVOUR LEARNING TRUST**



## PERSON SPECIFICATION FORM

## PA to Head of School & Cover Manager Grade 6 SCP 11 – 19 Pro Rata Term Time only plus 2 weeks

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5 A-Levels or evidence of Higher Education NVQ Level 3 qualification or equivalent (relevant to post) Ability to make effective use of ICT First Aid Qualification (qualification not essential at point of application, training will be given if required) Professional development relevant to post Experience with the Microsoft Office Suite particularly Outlook, Excel	E E D E E E E	AF AF AF AF AF AF AF AF AF
and Word EXPERIENCE		
Experience of working under pressure to deadlines Experience of working effectively within a team and the subsequent impact Experience of previous work in a school environment Experience of providing dedicated support to Senior Management	E E D D	AF / I AF / I AF / I AF / I
SKILLS AND ATTRIBUTES		
Communicate confidently and effectively using a range of methods Effectively respond to challenges Organise tasks efficiently with strong attention to detail and accuracy Manage multiple tasks and deadlines Apply fast and accurate keyboard skills Demonstrate a strong working knowledge of office software and administration systems Demonstrate a good telephone manner when dealing with a range of	E E E E E E	AF / I AF / I AF / I AF / I AF / I AF / I
callers Ability to format and type formal letters, reports and documents Ability to take accurate minutes Be an effective team player Have the ability to take the initiative and work independently Have excellent time management skills Accuracy and attention to detail incorporating good numeracy, literacy and IT skills	E E E E D E E E	AF / I AF / I

Ability and willingness to travel between sites and meetings as	E	AF / I
required	E	AF / I
Have a flexible attitude to work	E	AF / I
Have a commitment to professional development	E	AF / I
Have excellent organisational, administrative and record keeping skills	E	AF / I
PERSONAL QUALITIES AND ATTRIBUTES		
Ability to handle highly confidential or sensitive information in an		
appropriate and secure manner	E	AF / I
Show discretion and confidentiality	E	AF / I
Possess cultural awareness and sensitivity	Е	AF / I
To be willing to undertake first aid training	Е	AF / I
Have experience of working under pressure to deadlines	E	AF / I
Be able to evidence experience of working effectively within a team	Е	
and the subsequent impact		
Previous work in a school environment	Е	
Providing dedicated support to Senior Management	D	
OTHER		
Compliance and adherence to the document 'Guidance for Safer		
Working Practice for Adults who work with Children and Young People		
in Education Settings'	Е	I
Compliance and adherence to the document 'Guidance for Conduct'	Е	I
Commitment to undertake further ongoing training and professional	Е	I
development		
Clearance through the Disclosure and Barring Service	E	AF/I
	Clearance	
	required	
	before	
	confirmation	
	of	
	appointment	
	required before confirmation of	

Date: March 2020

Please complete the Application Forms on TES. CV's will not be accepted.

Closing Date: Monday 13<sup>th</sup> July 2020 at 9am

Proposed Interview Date: week commencing 13<sup>th</sup> July 2020