



## PERSON SPECIFICATION

<b>JOB TITLE</b>	PA to Deputy Head Academic	
<b>DEPARTMENT/SECTION</b>	Academic	
<b>SAFEGUARDING:</b>  <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> <li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with who, they come into contact.</li> </ul>		
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
IT literate, particularly MS Office	√	
Up-to-date knowledge of school systems and their practical application	√	
A strong administrator with a keen attention to detail	√	
<b>EXPERIENCE</b>		
Experience of working in an education setting		√
Experience within a PA role	√	
Awareness of safeguarding requirements and good practice within an educational environment		√
Educated to degree level or similar		√
<b>COMPETENCIES</b>		
Excellent people skills, high confidence and an ability to build strong rapport with colleagues both via telephone and email correspondence.	√	
Ability to manage high volume activity at pinch points of the year.	√	
Detail orientated and methodical.	√	
Ability to prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the School, our people and what great looks like for us.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	