The Heathland School
A Mathematics and Science College

Person Specification

Role	**Headteacher's PA**	**Last Reviewed**	August 2026

Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D*).
These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF*), your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I).* Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

Criteria	**Essential / Desirable**	**How Assessed**
Personal Qualities		
Ability to organise your workload and prioritise accordingly	E	AF/SS/I
Good interpersonal skills	E	AF/I
Ability to work as part of a team and on your own	E	AF
The ability to multi-task and have a flexible approach to the working day	E	I
A 'can do' approach, seeking continuous improvement	E	SS/I
Knowledge & Skills		
Basic analytical skills and the ability to identify problems	E	AF/SS/I
Good ability to maintain enhanced mental attention for large periods of time	E	AF/SS
Ability in writing simple communications	E	AF/SS
Ability to apply complex knowledge of procedures and systems and the operation of equipment to perform tasks	E	AF/SS
Excellent detailed practical and procedural knowledge with a specialist area, as well as the outline knowledge of organisational procedures.	E	AF/SS
Technical		
Ability to use ICT systems effectively, including Excel, Word and Microsoft Systems	E	AF/SS/I

Excellent Communication Skills	E	AF/SS/I
Experience		
Previous administration experience	E	AF/SS
Accurate data entry skills and an attention to detail	E	AF/ SS / I
Ability to demonstrate high levels of confidentiality and accuracy	E	AF/SS/I
Working in an educational environment including SIMS experience	D	AF
Qualifications		
A*-C (9-4) Grades GCSE including English and Mathematics	E	AF
Higher education or significant training and qualification	D	AF/SS/I
Service		
A commitment to working for the benefit of others	E	SS / I