



KINETON HIGH SCHOOL and SIXTH FORM
Learning Excellence for All – Achieving Personal Best

Head PA - Person specification

Essential	Desirable
<ul style="list-style-type: none">• A Levels or equivalent standard including good grades at Level 2 in English & Maths• Excellent communication and interpersonal skills with the ability to influence and negotiate in challenging situations and liaise effectively with external agencies• Ability to relate to young people and adults in an empathic manner• Ability to develop a professional rapport with pupils and their families• Management of difficult urgent situations and/or individuals in a calm, fair but effective manner to achieve an agreed outcome• Ability to work under pressure• Ability to work accurately with an attention to detail• Excellent organisation skills with the ability to implement and monitor systems, prioritise workload and work to deadlines• Lead and be part of a team , using own initiative when required• Be committed to own professional development and undertake relevant training• To be committed to teamwork within all aspects of the school life• To be committed to furthering own personal knowledge and skills• Ability to use ICT as an administrative tool and upkeep accurate and effective record keeping systems• To be committed to the principles of comprehensive education and equal opportunities, with an awareness of other people’s behaviour, physical, social and welfare needs• Displays commitment to the protection and safeguarding of children and young people	<ul style="list-style-type: none">• Experience of working in a secondary school setting or in a similar role• Training relevant to the needs of the post