



# Saint Ambrose College

## Principal's Personal Assistant

### Person Specification / Selection Criteria

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded.

The applicant will be required to safeguard and promote the welfare of children and young people.

Person Specification	Evidence of:	Essential or Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE Grade C/4 or above (or equivalent) in English and Mathematics</li> <li>Degree or equivalent qualification</li> <li>Commitment to undertake Safeguarding training requested by School</li> <li>Right to work in the UK</li> </ul>	E D E E
Experience	<ul style="list-style-type: none"> <li>Significant experience in a PA or senior administrative role</li> <li>Experience supporting senior leaders</li> <li>Experience managing complex schedules</li> <li>Experience with HR or administrative processes</li> </ul>	E E E D
Knowledge and understanding	<ul style="list-style-type: none"> <li>Excellent understanding of administrative systems and processes</li> <li>Strong working knowledge of Microsoft Office applications, particularly Excel</li> <li>Awareness of the importance of data protection, confidentiality, and safeguarding</li> <li>Familiarity with MIS systems (Bromcom)</li> </ul>	E E E D
Skills and abilities	<ul style="list-style-type: none"> <li>Exceptional organisational skills with the ability to prioritise and manage competing deadlines</li> <li>High level of accuracy and attention to detail</li> <li>Strong written and verbal communication skills</li> <li>Ability to analyse and present data clearly</li> <li>Ability to work independently and use initiative</li> <li>Strong interpersonal skills with the ability to build positive relationships</li> <li>Ability to handle sensitive situations with professionalism and discretion</li> <li>Ability to present information to groups</li> <li>Confidence in managing events and coordinating logistics</li> </ul>	E E E E E E E D D D
Personal qualities	<ul style="list-style-type: none"> <li>Professional, discreet and trustworthy</li> <li>Highly organised and proactive</li> <li>Flexible and adaptable, with a willingness to work beyond normal hours when required</li> <li>Calm under pressure and resilient</li> <li>Strong interpersonal and relationship-building skills</li> <li>Integrity and sound judgement when dealing with sensitive situations</li> </ul>	E E E E E E
Safeguarding	<ul style="list-style-type: none"> <li>Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people</li> </ul>	E
Ethos	<ul style="list-style-type: none"> <li>To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition</li> </ul>	E

