

PERSON SPECIFICATION

JOB TITLE: PA to Heads of School

DATE: January 2017

REPORTING TO: Heads of School

	Essential	Desirable
Qualifications	<p>Good level of educational attainment at A level or equivalent (specifically mathematics and English).</p> <p>Degree level qualification.</p>	
Experience	<p>Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure.</p> <p>Able to deal with confidential matters discreetly.</p>	<p>Experience of working in a school.</p> <p>Experience of working for a charity.</p>
Skills	<p>Strong Microsoft Office skills (including Word and Excel).</p>	

	<p>Strong administrative, time management and organisation skills.</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Good initiative, enthusiasm, problem-solving approach to new challenges.</p> <p>Flexible, proactive and self-starter in approach to work.</p> <p>Accuracy and attention to detail.</p> <p>Good and pro-active communication skills.</p> <p>Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts.</p> <p>Good team working skills.</p> <p>Positive and enthusiastic attitude.</p>	
Abilities	<p>Able to work with minimal supervision.</p> <p>Able to deal with routine and sometimes mundane work such as filing and photocopying.</p> <p>Ability to research information efficiently.</p> <p>Literate, numerate and articulate.</p>	

Essential personal qualities

Accuracy and attention to detail.

Able to take initiative.

Good interpersonal skills.

Commitment to high standards of customer service.

Open and honest approach.

Flexible, adaptable and able to relate well to different types of people.

Self motivated.

Willing to get involved in a wide range of duties.

A commitment to safeguarding and promoting the welfare of children and young people.