PERSON SPECIFICATION

**Head Teacher/Deputy Head Teacher Personal Assistant**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** | **HOW EVIDENCED** |
| EDUCATION/  QUALIFICATIONS | Minimum of 5 GCSEs or equivalent A-C grade including Maths and English  NVQ 3 in Business Administration or equivalent | Certificate in School Administration  Additional qualifications specific to secretarial/admin/ICT | Application form  Certificates |
| EXPERIENCE | Working in an office environment  Experience of secretarial work  Able to work on individual tasks as well as being a team player  Managing a diary | Experience of working in an admin role within a school environment  Previous PA experience  Use of SIMS – experience of Personnel, Cover etc.  Experience of taking minutes at meetings  Reception area duties | Application form  Interview  Reference |
| SKILLS/  KNOWLEDGE | A range of IT skills including the use of e-mail  Ability to listen sensitively and deal with people in a sympathetic and tactful way  Ability to communicate effectively both orally and written using a variety of media  Ability to correspond and liaise with external agencies  Ability to demonstrate use of own initiative  Ability to prioritise, plan and organise work/tasks both in advance and with short notice  Excellent literacy and numeracy skills  Confident word processing/typing skills  Ability of manage time effectively | Knowledge of Local Government procedures specific to schools | Application form  Interview  Reference |
| PERSONAL  QUALITIES | Organised and efficient  Enthusiastic, self-motivated  Pleasant manner when dealing with colleagues, students, parents, visitors etc.  Confidentiality  Tactful, discreet  Flexible approach to work  Punctual | Willingness to undergo further training | Application form  Interview  Reference |