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 AdministrationAdditional qualifications specific to secretarial/admin/ICT | Application formCertificates |
| EXPERIENCE | Working in an office environmentExperience of secretarial workAble to work on individual tasks as well as being a team playerManaging a diary | Experience of working in an admin role within a school environmentPrevious PA experienceUse of SIMS – experience of Personnel, Cover etc.Experience of taking minutes at meetingsReception area duties | Application formInterviewReference |
| SKILLS/KNOWLEDGE | A range of IT skills including the use of e-mailAbility to listen sensitively and deal with people in a sympathetic and tactful wayAbility to communicate effectively both orally and written using a variety of mediaAbility to correspond and liaise with external agenciesAbility to demonstrate use of own initiativeAbility to prioritise, plan and organise work/tasks both in advance and with short noticeExcellent literacy and numeracy skillsConfident word processing/typing skillsAbility of manage time effectively | Knowledge of Local Government procedures specific to schools | Application formInterviewReference |
| PERSONALQUALITIES | Organised and efficientEnthusiastic, self-motivatedPleasant manner when dealing with colleagues, students, parents, visitors etc.ConfidentialityTactful, discreetFlexible approach to workPunctual | Willingness to undergo further training | Application formInterviewReference |