 **Personal Assistant to Head Teacher – Personal Specification**



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|   |   **Essential**   |   **Desirable**   |   **Where identified**   |
|  ***Application***  | * Well-structured supporting statement which demonstrates effective written communication skills and supports the ethos of the school
 |   | Application References  |
| ***Qualifications and training***  | * NVQ Level 3 or equivalent in Administration, Business or related field
 | * NVQ Level 4 or other relevant qualifications in Administration, Business or related field
 | Application Certificates  |
|  ***Experience***  | * Experience of School Management Information Systems
* Full working knowledge of IT packages
* Proven experience of successfully managing change
* Previous school administrative experience or similar environment
* Awareness of child protection issues
* Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets
* Experience of policy / procedure development and implementation at managerial level
* Knowledge of Data Protection requirements and understanding of confidentiality
 |  | Application References Interview  |

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| ***Skills,*** ***knowledge and aptitude***  |   | * Ability to relate well to children and adults
* Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding
* Ability to work successfully as part of a team and prioritise own work and that of others with minimum supervision
* Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports
* Ability to work under pressure to tight deadlines on a number of different projects
* IT Literate, including use of MS Word / Excel and office packages
 |  |  | Application References Interview Interview Tasks  |
| ***Personal attributes and requirements*** |    | * Enthusiasm and commitment
* Excellent effective time management, well organised, punctuality and attendance
* Good communication and presentation skills
* A positive attitude to change
* Flexible in order to meet the demands of the role
* An ability to work collaboratively as a member of the school team
* An ability to motivate others
* Suitability to work with children
* Ability to form and maintain appropriate relationships and personal boundaries with children.
 | •  | A practising Catholic   | Application Interview   |