 **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 |