Northern Education Trust
Post: Personal Assistant to the Principal / Office Manager
PERSON SPECIFICATION

			Assessed by:	
No	**Categories**	**Essential / Desirable**	**App Form**	**Interview / Task**
QUALIFICATIONS				
1.	5 GCSEs or equivalent, including English and Maths	E	✓	
2.	Evidence of continuous professional development and training	E	✓	
3.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE				
4.	Experience of working in an education environment	D	✓	✓
5.	Previous experience within administration	E	✓	✓
6.	Experience of line management responsibilities	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Excellent communication and listening skills	E	✓	✓
8.	Ability to respect and maintain confidentiality	E	✓	✓
9.	High level experience of using Microsoft Office packages including word processing, e-mail and excel	E	✓	✓
10.	Ability to prioritise and manage own workload and coordinate the work of others to appropriate deadlines	E	✓	✓
11.	Efficient and effective organisational skills	E	✓	✓
12.	Ability to relate to students in a pleasant manner and recognise potential child safeguarding issues	E	✓	✓
13.	Understanding of academy child safeguarding procedures	E	✓	✓
PERSONAL QUALITIES				
14.	A strong commitment to the Trust values and ethos	E	✓	✓

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No	**Categories**	**Essential / Desirable**	**App Form**	**Interview / Task**
15.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
16.	A flexible approach and a strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.