



Person Specification

Job Title: Personal Assistant to the Principal/Office Manager

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Previous experience of working in a PA role	✓	
Experience of working in a school environment		✓
Previous experience within administration	✓	
Skills		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures		✓