

Person Specification

Job Title: Personal Assistant to Principal/Office Manager

Qualifications	Essential	Desirable
Level 2 qualifications in English and Math's	✓	
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 priorities and manage own workload and co-ordinate the work of others to appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures	✓	
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	