



## PERSON SPECIFICATION

**POST: Head of School Personal Assistant and Office Manager**

**GRADE: 6**

**CLOSING DATE: 12 Noon, Friday 7<sup>th</sup> December 2018**

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>An awareness of Local &amp; National Educational developments, legislation and procedures.</p> <p>An understanding of the requirements of health &amp; safety and child protection legislation</p> <p>An awareness of safeguarding policies and procedures</p> <p>Proven experience in office administration and management tasks, including minute taking.</p> <p>Line management and managing the performance of others.</p> <p>Experience of planning and co-ordinating meetings in line with diary management.</p>	<p>Previous experience working in a school environment within administration or in a working environment as a Personal Assistant</p> <p>Evidence of providing high levels of support and challenge to a team demonstrating an effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.</p> <p>Experience of using a Management Information System.</p> <p>Experience of using Microsoft Power Point to a high standard.</p> <p>Knowledge of whole school procedures, organisation and structure.</p>	<p>Interview</p> <p>Reference</p>
<b>QUALIFICATIONS</b>	<p>GCSE's or equivalent including English &amp; Mathematics.</p> <p>Good written communication skills, including telephone manner, tact and diplomacy.</p> <p>Excellent literacy, numeracy and ICT skills</p>	<p>Relevant qualifications in office administration, or willing to work towards i.e. NVQ Level 3 in Administration</p>	<p>Interview</p> <p>Reference</p> <p>Application (Proof of certification)</p>
<b>SKILLS</b>	<p>Confidence when dealing with and the ability to relate well to colleagues, students and adults/parents.</p> <p>Ability to approach all confidential matters with discretion, sensitivity and diplomacy,</p>	<p>Ability to keep matters in perspective.</p> <p>Ability to use Bromcom MIS</p>	<p>Interview</p> <p>Reference</p> <p>Application</p>

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

	<p>preserving the integrity of school information and complying with the requirements of the Data Protection Act</p> <p>Able to work effectively in a fast paced environment</p> <p>Able to prioritise tasks and see them through to completion.</p> <p>The capacity to remain calm and to cope with the unexpected</p> <p>Good interpersonal skills with a confident negotiating ability and tact to promote good relationships within and outside the school.</p> <p>Self-motivated with the ability to demonstrate professional initiative and to manage own time effectively</p> <p>Ability to adhere to working procedures and policies within a school environment</p> <p>Work independently as well as part of a collaborative team as required.</p>	<p>The ability to assess and diffuse confrontational situations, as well as make people feel positive and included</p> <p>Experience of providing high-level support in a busy, politically sensitive environment.</p>	
<b>ATTITUDE VALUES AND PERSONAL QUALITIES</b>	<p>A sense of humour</p> <p>Patient, personable and approachable</p> <p>Love of working in an environment that is centred on children</p> <p>Able to work in a flexible manner and well organised to manage, at times, unpredictable and variable workloads whilst maintaining a polite and reasonable attitude.</p> <p>A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities, challenges and developing new skills</p> <p>Meticulous and conscientious</p>	<p>Cheerfulness</p> <p>Resilience</p> <p>Willingness to learn and to adapt to change</p>	<p>Interview</p> <p>Reference</p> <p>Application</p>

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