



## Person Specification

**Job Title: Personal Assistant to the Principal/Office Manager**

### Qualifications

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		✓

### Other

Satisfactory Enhanced Criminal Records Disclosure		
Assessed and advised by Health and Well Being		