**HIGHWORTH GRAMMAR SCHOOL**

***Appointment of PA to the Headteacher/Clerk to the Governors/Office Manager***

**PERSON SPECIFICATION**

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| **Qualifications – Essential** | **Desirable** |
| * GCSE Grade C and above in Maths and English or equivalent * High level of competency in the use of all Microsoft Office programmes | * Evidence of Continuing Professional Development * Professional HR qualifications |
| **Knowledge and Experience** | |
| * Experience as a PA or Senior Secretary * Experience as a Clerk to the Governors * Experience of working under pressure using effective, appropriate prioritising to meet formal deadlines * Experience of dealing effectively and independently with a wide range of individuals, using tact and diplomacy at all times * Previous experience of researching and analysing papers * Experience of inputting and maintaining electronic data – SIMS and Office | |
| **Skills and Abilities** | **Personal Qualities** |
| * Ability to work with a minimum of supervision, prioritise workload, cope with competing deadlines and use initiative in a variety of situations * Good organisational, administrative and time management skills including record keeping and computer literacy * Ability to learn and use new systems quickly * Able to work flexibly adapting to changes in work priorities as needed and able to prioritise own workload to meet the needs of the Headteacher * Able to provide, when required, creative approaches to problems. Can assess the accuracy of information in order to provide solutions and possess an analytical approach to research and problem solving | * Ability to demonstrate a calm approach and professional attitude under pressure * You will have good communication and interpersonal skills and the ability to engage positively with all staff and stakeholders either in written, verbal or face-to-face formats * You will be able to work effectively as an individual or part of a team * Strong interpersonal skills * Able to maintain confidentiality * Flexibility with notice to attend meetings or to work outside of core working hours including the occasional evening and early morning |