**HIGHWORTH GRAMMAR SCHOOL**

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

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **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
 |