



## Personal Assistant to the Senior Leadership Team

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Ability to respond quickly and effectively to changing situations</li> </ul>	<ul style="list-style-type: none"> <li>Experience of education systems e.g. SIMS</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Competent ICT skills including: Microsoft Office applications (Word and Excel), mail merging of letters, setting up surveys online such as Survey Monkey.</li> <li>Have extensive administrative skills, with excellent attention to detail and the ability to use initiative, effectively prioritising workload without supervision to meet strict deadlines.</li> <li>Creative problem-solving skills, with an ability to think ahead, seeking and presenting solutions where appropriate.</li> <li>Understands and demonstrates the importance of confidentiality and discretion including GDPR compliance.</li> <li>Ability to work as a member of the team and actively promote teamwork</li> </ul>	<ul style="list-style-type: none"> <li>Able to seek out information and disseminate to others in an effective manner</li> <li>Experience in diary management</li> <li>Experience in minute taking for meetings</li> <li>Knowledge of safeguarding procedures</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Be able to work under pressure and meet deadlines, whilst producing work that is accurate</li> <li>Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions and changing workload demands</li> <li>Show attributes of discretion, tact and diplomacy</li> <li>Understand the importance of data protection and confidentiality</li> <li>Be able to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries</li> <li>Possess initiative, drive and commitment to ongoing improvement</li> <li>Be articulate and presentable, with a professional phone manner</li> </ul>	