

PERSON SPECIFICATION

Personal Assistant to the Principal / Admissions Officer

	Essential criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none"> • Five or more GCSEs at Grade C or above (including English and mathematics). 	<ul style="list-style-type: none"> • Recognised qualification in typewriting/word processing
Knowledge	<ul style="list-style-type: none"> • Knowledge of a range of computer applications including Word, Excel, Publisher and Powerpoint. • Knowledge of school policies including Safeguarding, Health & Safety and Equalities. 	<ul style="list-style-type: none"> • Very good knowledge of the work of a school. • Knowledge of the admissions process. • Knowledge of Sims.net.
Experience	<ul style="list-style-type: none"> • Experience of producing documents of a high standard, including accuracy. • Experience of undertaking a range of clerical and administrative duties, including data input. 	<ul style="list-style-type: none"> • Experience of producing meeting minutes of a high quality. • Previous experience of working as a Personal Assistant.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to demonstrate developed interpersonal and communication skills. • Ability to respond proactively to unexpected problems and situations. • Ability to develop efficient record keeping systems. • Ability to produce accurate and up-to-date records and reports as required. • Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents/carers. • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. • Ability to show sensitivity and objectivity in dealing with confidential issues. • Minimum 60wpm typing speed. 	<ul style="list-style-type: none"> • 65-70wpm typing speed. • Ability to produce well designed presentations, including powerpoint.
Personal Qualities	<ul style="list-style-type: none"> • Well-organised and tidy. • Strong interpersonal and communication skills. • Friendly, approachable manner. • Discreet, calm and tactful. 	

	<ul style="list-style-type: none">• Self-motivated.• Presence and confidence to deal with the public.	
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