

Person Specification for the Post of:

Deputy Heads' Personal Assistant

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Good numeracy and literacy skills, at least equivalent to RQF Level 2	✓	
	NVQ Business Admin related qualification or equivalent		✓
	Evidence of continuing professional development	✓	
	First Aid certificate or willingness to gain one		✓
Experience	Previous experience of working as a Personal Assistant, or similar role in a large organisation, including experience of providing consistent, confidential, timely and proactive support	✓	
	Experience of diary management and organising all aspects of internal and external meetings	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Substantial knowledge and experience of office IT systems and ability to deal with changing office technologies;	✓	
	Appropriate level of data protection, security and confidentiality awareness	✓	
	Previous administrative experience of working in a school		✓
	Knowledge and experience of SIMS, ClassCharts, etc		✓
	Strong attention to detail and meticulous planning and organisational skills	✓	
	Ability to communicate and liaise effectively with a range of people such as colleagues, parents and outside agencies	✓	
	Ability to work independently, responding to tight deadlines, prioritising work whilst collaborating with colleagues to achieve goals and complete projects within timescales	✓	
	Ability to ensure confidentiality is maintained at all times and act with tact and discretion	✓	
	Excellent written & oral communication skills with a confident telephone manner and the ability to take accurate messages	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout, with effective written communication skills	✓	
	Confidence and ability to ask questions relating to achieving the task	✓	
	Willingness to work flexibly to suit the needs of the school	✓	
	Knowledge and understanding of child safeguarding regulations	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Flexible and adaptable, demonstrating an innovative and proactive approach to work	✓	
	Evidence of well-developed ICT skills	✓	
	Willingness to learn new skills and develop	✓	
	Honesty and integrity;	✓	
	Ability to research and analyse information		✓
	Ability to take accurate notes of meetings		✓
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake and provide training as needed	✓	
	Right to work in the UK	✓	
	This post is subject to an enhanced Disclosure and Barring Service check and reference check, etc.	✓	