

**Parkgate House School**

**Person Specification**

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| Job Title | **PA to the Principal and Maintenance Administrator** |
| Start Date | **April 2018**  |
| Qualifications  | * Educated to at least ‘A’ level standard with GCSE in

English and Maths at level C or above |
| Experience | * Proficient in the use of MS Office, especially

Word and Excel* Experience of working with suppliers and contractors.
* Experience of budget management.
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| Skills and Abilities | * Excellent communication by email, for both internal and external communications
* Ability to write well with a good command of grammar
* Ability to proof read with excellent attention to detail
* Ability to think creatively and solve problems
* Excellent attention to detail and accuracy
* Discretion, and the ability to deal with confidential information appropriately
* Reliability and honest
* Excellent interpersonal and communication skills.
* Good customer service skills.
* IT skills.
* The ability to work independently and take initiative when appropriate.
* Flexibility to adapt quickly to rapidly changing circumstances.
* Ability to develop good working relationships with staff, pupils, visitors and all users of the school site
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| Personal attributes | * Excellent communicator.
* Ability to work as part of a team, co-operative and personable.
* Professional, dedicated, hard-working and motivated
* Leadership skills.
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| Other Factors | * Enhanced DBS check
* Requirement to work on own during some periods of the school holidays.
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*Parkgate House School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service Check (including a check against the Children’s Barred List), and other pre-employment screening including a check on the Secretary of State list of prohibited staff and Disqualification by Association Self-Declaration Form .*