

**Tunbury Primary School**

**PERSON SPECIFICATION**

# **PERSONAL ASSISTANT TO THE HEADTEACHER**

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|  |  | **Essential (E)****Desirable (D)** |
| **Education and Qualifications** | Good standard of general education. GCSE maths and English grades A – C or equivalentNVQ Level 2/3 or equivalent |  E |
| **Experience**  | Experience of undertaking a range of administrative duties at a senior level |  E |
|  | Experience of working in a team oriented environment |  E |
|  | Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies |  E |
|  | Experience of working in an educational setting |  D |
| **Knowledge** | Working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint and Outlook |  E |
|  | Understanding of the services likely to be provided within an educational setting |  D |
|  | Demonstrate an understanding of confidentiality and child protection issues in a school setting |  E |
| **Skills and Abilities**  | Excellent verbal and written communication skills |  E |
|  | Ability to minute complex meetings |  E |
|  | Ability to work with a high degree of accuracy and attention to detail |  E |
|  | Computer literate with excellent keyboard skills and ability to audio type |  E |
|  | Excellent time manager with the ability to manage and prioritise own workload and meet deadlines |  E |
|  | Tactful and diplomatic with the ability to maintain confidentiality at all times |  E |
|  | Ability to communicate at all levels and maintain good working relationships with staff, students, senior managers, visitors and external organisations |  E |
|  | Good inter-personal skills |  E |
|  | Ability to act on own initiative and think logically to solve problems and respond proactively to unexpected situations |  E |
|  | Ability to work accountably, acting responsibly for own work with little or no supervision |  E |
|  | Shorthand |  D |
|  | Use of car |  E |
|  | Ability to work under pressure |  E |
|  | Ability to adapt, support and implement change |  E |
|  | Ability to work accurately and methodically |  E |
|  | Ability to work alone and within a team environment |  E |