Langley Park School for Girls

**Headteacher’s PA**

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE** | Previous experience in dealing with the public. | Experience working in at least one other school in a clerical/administrative position. |
| **QUALIFICATIONS** | A good standard of general education including A-C pass at English O Level/GCSE and relevant vocational qualifications | A Level English  MISE training or similar  SIMS training or similar |
| **KNOWLEDGE & SKILLS** | A high level of expertise with Windows and Microsoft Office, including Word, PowerPoint, Excel, Teams and SIMS.  A proven understanding of general administrative and filing systems within education.  Good numeracy and communication skills.  Word processing/audio typing at minimum of 60wpm. | Knowledge of DTP applications and related peripherals.  First aid knowledge and qualifications.  Shorthand or speed writing.  Experience of managing websites. |
| **APTITUDES** | Ability to work effectively under pressure and maintain an optimistic and positive attitude.  Able to maintain personal drive and energy.  Ability to relate well to people at all levels.  An aptitude to work as part of a team whilst also being self-motivated and action oriented.  A high level of personal organisation skills.  An ability to manage your own personal stress levels.  A commitment to provide a quality support to the pupils and parents od LPGS.  Personal integrity, dedication and commitment to the school. | A real interest in lifelong learning and the work of schools within the community.  Being ready to take advantage of additional training towards a more flexible working role within the school. |
| **CIRCUMSTANCES** | Flexibility with regards to hours and willingness to work irregular hours on occasions. |  |
| **VALUES** | A commitment to equality and diversity.  An understanding that education is most powerful social leveller. |  |