

# NOTTING HILL PREPARATORY SCHOOL

95 LANCASTER ROAD, LONDON W11 1QQ

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ADMIN@NOTTINGHILLPREP.COM



## Person Specification: Admin Manager

The successful applicant will be required to provide administrative support to the Headmistress, Senior Management Team and other members of staff, as required. He or she will also be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after school events will form a part of the contractual hours of duty.

### Required Qualifications

Excellent administrative and computer skills

### Personal attributes:

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures.
- Suitability to work with children\*.
- Excellent interpersonal skills with the ability to build strong relationships at all levels.
- Adaptable to changing circumstances and new ideas.
- Firm but approachable and enjoys being highly visible to children and parents.
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence.
- Self-motivated with a high level of organisational skills.
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively.
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement.
- Personal concern and interest in welfare and development of children.
- Values diversity and the unique place and contribution every individual makes to the learning community.
- Demonstrate professionalism, loyalty and integrity.
- Demonstrate diplomacy when dealing with others.
- Sense of humour.
- A commitment to supporting the wider life of the school, such as after-school activities.

\* *The interview will also explore issues relating to safeguarding and promoting the welfare of children.*