



SEDBERGH
SCHOOL
FOUNDED 1525

EXECUTIVE ASSISTANT TO THE HEAD

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Good level of general education, demonstrating a high standard of literacy skills	X	
A formal qualification in administration		X
Experience/Knowledge	Essential	Desirable
Proven track record of successful and proactive support to a senior manager at strategic level	X	
Excellent IT skills, particularly with Microsoft Office applications	X	
Experience of using iSAMS databases		X
Experience of working in a School environment		X
Experience of staff management		X
Skills/Abilities	Essential	Desirable
Flexibility and the ability to work as part of a team	X	
Good organisational skills with strong attention to detail and accuracy	X	
Ability to manage and prioritise multiple tasks under pressure and with rapidly changing deadlines	X	
Able to cover routine events or emergencies with equilibrium and confidence	X	
Able to keep calm in any situation and to deal with anyone who may be upset or emotional		X
Discretion, confidentiality and loyalty at all times	X	
Confident in interaction with colleagues, members of the extended Sedbergh community, parents, pupils and visitors	X	
Good telephone manner in dealing with a range of callers	X	
Flexibility to occasionally work early or late, as necessary (time off in lieu would be taken during the School holidays)	X	
Articulate and presentable, with a cheerful personality	X	
An appreciation of the School, its tradition and history		X