

NEWSTEAD WOOD SCHOOL

"Creating opportunities for success"

Head Teacher: Mr Nicholas Webb, BSc (Hons), PGCE



Headteacher's Personal Assistant/HR Administrator

Job and Person Specification

	Essential	Desirable
1. Experience of working in a multi-skilled, busy office environment	✓	
2. Strong ICT skills, in word-processing and data handling	✓	
3. Shorthand		✓
4. Experience of leading/managing a team		✓
6. Confidentiality and discretion	✓	
7. Ability to lead a team and to build its capacity	✓	
8. Ability to multitask and to meet deadlines	✓	
9. Smart, courteous and sets high standards whilst sensitive to team members' needs	✓	
10. Willingness to develop professionally and to undertake training	✓	



HEALTHY SCHOOLS
LONDON

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