|  |  |  |
| --- | --- | --- |
| **Qualifications**  | Essential | Desirable |
| GSCE Mathematics and English grade C or above | ✓ |  |
| Educated to degree level |  | ✓ |
|  |  |  |
| **Experience** |  |  |
| Experience of working in a school environment in a support role |  | ✓ |
| Minimum of 2 years’ experience in an office environment | ✓ |  |
| Experience of managing staff effectively  |  | ✓ |
|  |  |  |
| **Abilities, Skills and Knowledge** |  |  |
|  |  |  |
| Willingness and ability to research and keep up to date with employment legislation | ✓ |  |
| Knowledge of current HR employment law and practices. |  | ✓ |
| Knowledge of safer recruitment processes and procedures |  | ✓ |
| Ability to communicate effectively both orally and in writing to a variety of audiences  | ✓ |  |
| Ability to recognise confidential information and treat it appropriately | ✓ |  |
| Attention to detail and accuracy | ✓ |  |
| Ability to work constructively as part of a team  | ✓ |  |
| Ability to work under pressure and in a situation where there are frequent interruptions | ✓ |  |
| Ability to work on own initiative and prioritise workloads to meet specified deadlines  | ✓ |  |
| Good analytical and problem solving skills | ✓ |  |
| Experience of minute taking |  | ✓ |
| IT skills including good knowledge of Microsoft Word and Excel | ✓ |  |
| Knowledge and experience of updating websites  |  | ✓ |
| Knowledge of and ability to produce basic reports from SIMS or other database |  | ✓ |
|  |  |  |
| **Personal Skills and Attributes** |  |  |
| Be at ease working in a busy environment | ✓ |  |
| Have a flexible approach to work and adaptable to the school’s needs | ✓ |  |
| Have commitment to the school’s ethos and a high level of enthusiasm and integrity | ✓ |  |

**PA TO HEADTEACHER - PERSON SPECIFICATION**