



THE JOHN FISHER SCHOOL

FOUNDED 1929

Personal Specification – PA to the Headteacher/Office manager

- Good standard of practical skills, knowledge and experience in related work.
- Good standard of practical skills and knowledge.
- Attainment of GCSE qualifications or equivalent to include Maths and English.
- An excellent level of technical knowledge in ICT, especially word, excel, power point and a willingness to keep up to date with developments in Technology.
- Proficient in HR particularly in regards to recruitment, onboarding, contracts and employment law.
- Excellent organizational skills and the ability to work alone, using own initiative.
- Relevant experience of managing a team.
- Self-motivated.
- Excellent communication and presentation skills.
- Good problem-solving skills.



THE JOHN FISHER SCHOOL

FOUNDED 1929

- Good analytical skills.
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.
- High level of personal and professional integrity and ability to exercise discretion and confidentiality.
- A commitment to equal opportunities.