

**Person specification**

**Post: Personal Assistant (PA) to Deputy Principal**

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| **Personal attributes required based on job description** | **Essential (E)**  **or**  **Desirable (D)** |
| **Qualifications** |  |
| GCSE or equivalents in English language, mathematics and information technology (or equivalent level skills) | **E** |
| A relevant qualification (such as business administration) to NVQ L3 or equivalent (or equivalent experience) | **E** |
| A willingness to undertake further training | **E** |
| **Experience** |  |
| Experience of working as a Personal Assistant or secretary in a busy office environment | **E** |
| Experience of working under pressure and to tight deadlines | **E** |
| Experience of proofreading and checking the accuracy of documents | **E** |
| Experience of working within a school, college or similar establishment | **D** |
| **Knowledge, skills, abilities** |  |
| Excellent IT skills, including the use of Microsoft Office programmes such as Word, Excel and PowerPoint | **E** |
| The ability to type quickly and accurately | **E** |
| Excellent organisational and time management skills, including the ability to prioritise your workload appropriately | **E** |
| Excellent communication and interpersonal skills | **E** |
| A high level of initiative and integrity | **E** |
| The ability to demonstrate confidentiality in dealing with sensitive issues | **E** |
| Experience in the use of Google Drive | **D** |
| Experience in the use of databases | **D** |
| **Other or special requirements** |  |
| Commitment to safeguarding of students | **E** |
| Good attention to detail and accuracy | **E** |
| The ability to work effectively as part of a team and on your own initiative | **E** |
| The ability to work flexibly in response to change, including flexibility in the hours worked from time to time and with prior agreement | **E** |
| Commitment to customer care at all times | **E** |
| Commitment to equality and diversity and the college’s core values | **E** |
| ***Essential requirements are those without which an applicant will not be considered for appointment.***  **Date of issue: May 2017** | |