



Person Specification

Skills and Knowledge	ESSENTIAL	DESIRABLE
Excellent interpersonal and communication skills with a very high standard of written and spoken English.	✓	
Excellent organisation skills. Interested in the position, enthusiastic about the environment, thoughtful about managing tasks and with a wish to add value to the administrative function and the Head's office by the manner of carrying out the job remit.	✓	
Assured enough to work with little direction, to forward plan, be resourceful and manage several areas simultaneously.	✓	
Both methodical and attentive to detail where necessary, but with the confidence to direct and delegate tasks to others.	✓	
A calm, flexible, completely confidential person, who can inspire confidence and is capable of building and fostering good teamwork within a small team.		✓
Experience of working in a senior administrative position in an office, with an understanding of how a Head Teacher's office (and associated areas) should be both portrayed and run.		✓
Experience and knowledge of HR employment practices, or a history of working at a similar level in an educational environment, would be useful.		✓
Experience of managing other staff.		✓
Professionally presented, with a discreet and tactful manner and the ability to handle challenging persons or conversations where necessary.		✓
Knowledge of IT software and management packages used in schools.		✓
Education		
Educated to GSCE level or A-level standard (sound English is a must).	✓	
Personal Qualities		
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	✓	
A desire to promote the wellbeing of the school and its surrounding community.	✓	
Ability to work under pressure and prioritise effectively.	✓	
Commitment to safeguarding and equality.	✓	
Embraces change well.	✓	