

Person Specification

POST: Personal Assistant to the Head of College

This post is to support the Head of College and members of the Senior Leadership Team by undertaking a wide range of organisational administrative tasks.

ATTRIBUTE	ESSENTIAL	How identified*	DESIRABLE	How identified*
Qualifications and Training	Formal qualification in PA / secretarial / administration.	A, I	Educated to A Level or equivalent.	A
	Thorough and accurate understanding of English language and grammar.		Typing speed – 60+ wpm.	A, I
	Grade 6 or above at GCSE (or equivalent qualification in) English and Maths.			A, I
Experience	Previous experience of providing high level PA / secretarial support, including diary management.	A, I, R	Previous experience in a school / college environment supporting senior staff.	A, I, R
	Experience of the organisation of large events including forward planning, budgeting, front of house – delivering outstanding quality of organisation and attention to detail, including all the facets of the school community.	A, I, R		
	To demonstrate evidence of Project Management within a large organisation from conception to delivery within specified deadline.	A, I, R		
	A proven track record of successfully balancing conflicting priorities and deadlines.	A, I, R		
	Demonstrable experience of successfully building and managing effective relationships with stakeholders, internally and externally at all levels.	A, I, R		
	Previous experience of co-ordinating administrative systems and processes across a number of associated functions.	A, I, R		
	Previous experience of being first point of contact for correspondence and drafting appropriate responses.	A, I, R		

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ATTRIBUTE	ESSENTIAL	How identified*	DESIRABLE	How identified*
Ability, Skills and Knowledge	<p>Word processing.</p> <p>Office skills / secretarial duties</p> <p>Excellent communication skills in English</p> <p>Advanced and comprehensive knowledge of MS Office, specifically Outlook and Desktop Publishing.</p> <p>Extensive Excel experience to create and modify spreadsheets including linking and formulas.</p>	<p>A, I, R</p> <p>A, I, R</p> <p>I</p> <p>A, I, R</p> <p>A, I, R</p>	<p>Advanced knowledge of school database package, eg Sims, Bromcom. Extensive knowledge of Outlook.</p> <p>Advanced data manipulation skills.</p>	<p>A</p> <p>A, I</p> <p>A, I, R</p>
Personal Skills and Qualities	<p>Candidates should be able to provide evidence that they:</p> <ul style="list-style-type: none"> • Are enthusiastic in approach and adaptable to changes and developments within a fast paced workplace. • Are discreet and have the ability to maintain confidentiality. • Are approachable and empathetic. • Are confident and a self assertive self starter, able to use initiative. • Have the ability to prioritise conflicting workloads, remaining calm under pressure. • Have excellent communication skills – both written and verbal. • Have a desire for high standards of work and a consistently high standard of personal presentation. • Are able to demonstrate excellent interpersonal and organisational skills. • Are able to build and maintain effective relationships. • Are able to think creatively and strategically to resolve issues and formulate plans. • Can demonstrate effective teamwork skills. • Have a willingness to work flexibly as required, attending evening school events where necessary. • Have a good sense of humour. 	A, I, R		
Safeguarding	<p>The ability to safeguard and promote the welfare of children and young people</p> <ul style="list-style-type: none"> • Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances • Has a good understanding of the safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Shows a personal commitment to safeguarding 	A, I, R		

Key to how identified: A = Application R = Reference I = Interview