

## Person Specification

### Office Manager/PA to Headteacher

**Grade 8, SCP 19 - 22**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ NVQ Level 5, Business Degree or equivalent, or willingness to undertake this qualification.</li> </ul>	<ul style="list-style-type: none"> <li>➤ First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ At least 5 years' experience working in a business environment within an educational setting or other relevant environment.</li> <li>➤ Excellent computer/keyboard skills</li> <li>➤ Ability to plan and organise effectively.</li> <li>➤ Ability to take notes</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Excellent numeracy and literacy skills</li> <li>➤ Working knowledge of relevant policies/codes of practice</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Willingness to participate in training and development opportunities.</li> <li>➤ Excellent ICT skills and willingness to update skills and undertake further training.</li> <li>➤ Ability to train, supervise and develop other staff.</li> <li>➤ Management skills</li> <li>➤ Ability to interpret advice/statute and to devise policy/practice in light of these.</li> <li>➤ Ability to persuade, motivate, negotiate and influence.</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Ability to relate well to children and adults.</li> <li>➤ Ability to work well as part of a team.</li> <li>➤ Flexibility and reliability</li> <li>➤ Ability to bring to the role, initiative, enthusiasm and commitment.</li> <li>➤ Ability to maintain confidentiality.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	