



PERSON SPECIFICATION

Office Manager / PA to Head of School

Qualifications, Knowledge & Experience	Essential	Desirable
<ul style="list-style-type: none"> Minimum of 5 GCSE's A* - C including English and Maths Minimum 2 years relevant management experience and/ or PA experience Experience of recruitment, staff development and performance management Experience of effective management and supervision Strong IT Skills and competent user of Microsoft applications including Excel and PowerPoint 	X X X X	X
Skills, Abilities and Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> Ability to provide support and guidance to a mix of professional staff and ability to demonstrate effective management skills Strong leadership skills and a strong focus on service delivery Strong performance management skills Ability to deliver through others, managing time and resources effectively Excellent interpersonal and organisational skills and ability to deal sensitively with people and resolve conflict Possess integrity, honesty, and confidentiality Ability to compile documents and write reports Willingness to be flexible in approach Good organisational and time management skills Positive and "can do" attitude Excellent administrative ability, accuracy of work and clear attention to detail Ability to deal positively with organisational change 	X X X X X X X X X X X X	
An Enhanced DBS with child barred list clearance is required for this position		