

Deanery C E Primary School

Academy Status

Personal Assistant to Head Teacher/Office Manager/Clerk to Governing Body Person Specification

In order to meet the high standards expected of this professional role in our friendly school, the Governing Body is seeking to employ a person with the following qualities, experience, skills and abilities.

Qualifications	<ul style="list-style-type: none">❖ Appropriate secretarial qualifications❖ Evidence of a good standard of written and oral English❖ Competent computer skills
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Experience	<p>You should be able to demonstrate:</p> <ul style="list-style-type: none">❖ Evidence of management in an administrative office for at least 1 year.❖ A minimum of 5 years secretarial and office experience.❖ Evidence of working as a Personal Assistant to a lead professional for at least 2 years.❖ Evidence of excellent relationships with stakeholders and visitors.❖ Dealing with confidential information.
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Knowledge and Skills	<p>These will include:</p> <ul style="list-style-type: none">❖ High expectations of your own professional abilities and those of colleagues❖ Excellent ICT skills and knowledge of office software packages (Word, Excel, PowerPoint, Publisher) etc.❖ Knowledge and expertise of effective strategies for office management❖ An understanding of the statutory requirements, procedures and working practices for safeguarding children, as well as a practical knowledge of managing an office to ensure it is a healthy and safe place to learn and work.❖ Knowledge of the general statutory frameworks and requirements for Primary schools❖ An ability to prioritise work, cope with competing deadlines and use initiative in a range of situations❖ A high level of written and oral communication skills and a high standard of written and spoken English
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Personal Qualities	<p>Your personal qualities and beliefs ensure you are:</p> <ul style="list-style-type: none">❖ Able to support, model and communicate our Christian ethos and values.❖ Value cultural diversity and inclusive practice and the uniqueness and potential of all our children.❖ Determined and able to maintain Deanery C E Primary School as an 'Outstanding' school.❖ Have an excellent personal presence, good communication skills, a sense of humour and friendly approach.❖ Able to effectively manage change and innovation.❖ Approachable and responsive to the views of staff, governors, pupils and parents.❖ Able to understand, interpret and present school performance and data.❖ Accurate and give attention to detail.❖ A confident project manager❖ Tactful and discreet particularly when dealing with confidential information.❖ Flexible.❖ Interested in Education and schools.❖ Able to work as part of a team.
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Desirable but not essential	<ul style="list-style-type: none">❖ Previous experience of working in a school environment.❖ Knowledge of statutory frameworks and requirements in Education.❖ A practising Christian.
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