



Person Specification

## Personal Assistant to Headteacher – St Helena School

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Good general education up to “A” Level or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven experience in a role of responsibility</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of managing people</li> </ul>	✓	
Professional Knowledge and understanding	Essential	Desirable
<ul style="list-style-type: none"> <li>Knowledge of methods for motivating and training staff</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good working knowledge of databases, spreadsheets and relevant software, including SIMS</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of issues relating to education</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of relevant legislation (e.g. Health and safety, Data Protection, HR)</li> </ul>		✓
<ul style="list-style-type: none"> <li>Awareness of policies and procedures relating to child protection</li> </ul>	✓	
Abilities and Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent organisational and administrative skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to communicate both orally and in writing, with demonstrable ability to deal effectively with sometimes challenging and sensitive situations</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to lead a team with confidence and also to work as part of that team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to contribute ideas within a team framework to support the further development of the school and to be able to implement ideas effectively</li> </ul>		✓
<ul style="list-style-type: none"> <li>Excellent IT skills utilising MS office and including advanced MS Word, excel, with the ability to use them in a creative and versatile way</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to draft procedural and complex documents with attention to detail</li> </ul>	✓	

**GREATER THAN THE SUM OF ITS PARTS**

• High levels of literacy and numeracy	✓	
• Ability to maintain, initiate and adapt reliable filing systems and to ensure that accurate records are kept	✓	
• Ability to approach all aspects of the work in a methodical, conscientious manner to ensure continuous improvement in the service delivery	✓	
• Ability to organise own and teams workloads to ensure that deadlines are met, especially when under pressure	✓	
• Ability to handle a number of issues simultaneously while remaining calm and professional	✓	
• Ability to demonstrate absolute integrity, discretion and confidentiality	✓	
• Ability to prove a commitment to providing an effective service by adopting a flexible, positive and pro-active approach to work	✓	
• Ability and desire to learn a range of new technical skills	✓	
<b>Personal</b>	<b>Essential</b>	<b>Desirable</b>
• Honesty and trustworthiness	✓	
• The ability to model the values of The Sigma Trust and inspire others to do the same.	✓	
• High expectations of self and others, good role model	✓	
• The ability to work to tight deadlines and under pressure	✓	
• Adaptability, dedication, flexibility, resilience and commitment	✓	
• Commitment to equal opportunities and inclusion	✓	
• Ability to adopt a flexible working pattern to meet the demands of the job	✓	
• The highest levels of integrity and reliability	✓	
• Self-motivated and able to take the initiative	✓	
• Willingness to develop professionally and undertake further training, as required	✓	