



Leigh North Street Primary School

www.leighnorthstreetprimary.co.uk



Headteacher: Mr Ant Hautler NPQH, BA, Dip.Ed (NZ) B.Ed (NZ)

North Street, Leigh on Sea, Essex, SS9 1QE

Phone: 01702 476224/215562

Email: office@leigh.southend.sch.uk

Office Manager including Personal Assistant to the Head & Human Resources

Person Specification

Criteria	Essential	Desirable	Assessment Application/Interview /Task
Knowledge			
HR Management Practice including recruitment	E		App Int Task
Knowledge of Safeguarding Procedures	E		Int
Office Administration Skills	E		App Int Task
Practical management for organising, deploying and motivating an administrative team	E		App Int
Knowledge of how to take accurate minutes and work within tight deadlines	E		App Int Task
Experience of Event Management and Co-Ordination		D	App Int
Experience			
Familiarity with drafting policies and guidance		D	App Int
Knowledge of organisational structure of school and school procedures		D	App Int
Experience of working within an educational establishment		D	App
Experience of using school management information systems.		D	App
Previous HR Experience	E		App Int
Evidence of team leadership and line-management	E		App Int
Willingness to take up further training	E		Int
PA or secretarial support to staff at a senior level	E		App Task
Experience of managing and organising a senior leader's Diary Cycles	E		App Task

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Qualifications			
Recognised qualification in Business/Administration.		D	App
Good standard of general education including 5 GCSEs or equivalent (Graded A-C) including Maths and English	E		App Task
Skills			
Strong ICT skills including Microsoft Office software (Word, Excel, PowerPoint)	E		App
Excellent communicator – both in writing and verbally with the ability to instil confidence in others	E		Int Task
Ability to influence the overall picture while having and unfailing eye for detail accuracy	E		Int
To take responsibility and accountability	E		Int
Ability to work independently and collegially at the same time	E		Int
Ability to build positive relationships with a diverse range of staff	E		Int
Ability to work under pressure and meet deadlines through strong prioritisation	E		App Int
Knowledge of Safeguarding Procedures	E		App Int Task
Personal Attributes			
Excellent time management and organisational skills	E		App Int Task
Proactive and assertive, enthusiastic and confident	E		Int
Patient, able to use initiative with attention to detail	E		Int
To accept that the role will require some work outside 'normal hours'		D	Int
To operate in a changing and sometimes uncertain environment	E		Int
The ability to enthuse and support	E		Int
Calm, confident and approachable attitude when dealing with all situations	E		Int Task

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