



## Sunnymede Junior School – Person Specification

### Personal Assistant to Headteacher / Office Manager



	Essential
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"><li>• Minimum of GCSE English and Maths at Grade C or equivalent OR NVQ or equivalent in Business Administration</li><li>• Shorthand or equivalent skills (desirable)</li><li>• First Aid training qualification (desirable)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of providing high level support in a busy office environment, preferably as a PA or Office Manager in a school</li><li>• Experience of minute taking, drafting correspondence and producing documentation to a high standard</li><li>• Experience of using a wide range of office equipment and computerised management information systems (working knowledge of SIMS a distinct advantage)</li><li>• Experience of managing school attendance and admissions (desirable)</li><li>• Experience of communicating effectively with children and supporting their welfare, including administration of basic first aid</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge and commitment to school policies, including Child Protection, Behaviour, Equal Opportunities and Health and Safety</li><li>• A secure knowledge of GDPR legislation and processes</li><li>• Knowledge of statutory requirements for school attendance (desirable)</li><li>• Understand and implement child protection procedures</li><li>• High level of ICT knowledge of Microsoft Word, Excel and power point</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent telephone manner and verbal communication skills</li><li>• Excellent writing skills, with accurate spelling and grammar</li><li>• Good editing and proof reading skills</li><li>• The ability to use clear and concise language matched to the audience</li><li>• Ability to research information and summarise key points succinctly</li><li>• Strong organisational skills -ability to prioritise and organise a complex workload, meeting agreed deadlines</li><li>• Ability to manage, motivate and support others, delegating appropriately</li><li>• Ability to develop positive and working relationships with staff, parents, pupils and the public, maintaining professional boundaries at all times</li><li>• Draw logical and accurate conclusions from sometimes complex information</li><li>• Identify solutions to a range of problems and demonstrate attention to detail</li><li>• Ability to manage diaries effectively</li></ul>
<b>Personal &amp; Professional Aptitudes</b>	<ul style="list-style-type: none"><li>• Flexible, open-minded and the ability to adapt</li><li>• High expectations of self and others; lead by example</li><li>• Able to work under pressure but maintain a sense of perspective and good sense of humour</li><li>• Take on board constructive criticism, responding to advice in a positive way</li><li>• Work independently and also as part of a team</li><li>• Good time management skills</li><li>• Well-developed interpersonal skills - use tact and diplomacy to promote good relations at all levels</li><li>• Maintain confidentiality and exercise discretion</li><li>• Motivate others and maintain a positive approach to challenges</li><li>• Treat children as individuals and with respect</li></ul>

