



Holy Trinity CE (A) Primary School
PERSON SPECIFICATION

Personal Assistant to the Headteacher /Inclusion Manager Support

	Essential criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none"> GCSEs at Grade C or above in English and mathematics. 	<ul style="list-style-type: none"> Recognised qualification in typewriting/word processing
Knowledge	<ul style="list-style-type: none"> Knowledge of a range of computer applications including Word, Excel, Publisher and PowerPoint. Knowledge of school policies including Safeguarding, Health & Safety and Equalities. 	<ul style="list-style-type: none"> Very good understanding of the work of a school. Knowledge of Bromcom.
Experience	<ul style="list-style-type: none"> Experience of creating & producing documents to a high standard, including accuracy. Experience of undertaking a range of clerical and administrative duties, including minute taking, filing, data input. 	<ul style="list-style-type: none"> Experience of producing meeting minutes of a high quality. Previous experience of working as a Personal Assistant or in an office environment. Experience of working in a school environment.

Skills & Abilities	<ul style="list-style-type: none"> • Ability to demonstrate interpersonal and communication skills with colleagues & parents. • Ability to show attention to detail and accuracy • Ability to respond proactively to unexpected problems and situations. • Ability to develop and keep efficient record keeping systems. • Ability to produce accurate and up-to date records and reports as required. • Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents/carers. • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. • Ability to show sensitivity and objectivity in dealing with confidential issues. 	<ul style="list-style-type: none"> • Ability to produce well designed presentations, including PowerPoint.
Personal Qualities	<ul style="list-style-type: none"> • Ability to handle sensitive information with discretion and empathy • Well-organised • Self-motivated. • Able to show initiative • Able to work under pressure • Excellent customer service skills 	