

Personal Assistant and Admin Team Leader Person Specification

	Essential / Desirable	(Application Form / Interview / Reference)
Education, Qualifications and Professional Development		
Minimum of 5 GCSEs at grade C or grade 4 and above (including maths and English) or equivalent.	E	A
Level 3 qualifications.	E	A
A recognised qualification in computer skills.	D	A
A commitment to CPD.	E	A / I / R
Experience		
Experience of working in a school/trust administrative role.	D	A / I / R
Highly confident and competent using ICT and Microsoft Office software.	E	A / I / R
Experience of planning and working successfully to tight deadlines.	E	A / I / R
Well-developed communication skills – both oral and written.	E	A / I
Experience of line management.	D	A / I
Knowledge, skills and abilities		
Understand the absolute need for discretion and confidentiality.	E	A / I / R
Knowledge and understanding of general administrative procedures.	E	A / I / R
Ability to work accurately under pressure.	E	A / I / R
Ability to work using own initiative.	E	A / I / R
Ability to plan, prioritise and organise workloads to meet deadlines.	E	A / I / R
Excellent interpersonal and communication skills, within and outside a team and ability to form and sustain working relationships.	E	A / I / R
Ability to work flexibly.	E	A / I / R
Promote a positive ethos and model positive attributes.	E	A / I / R
Strong team working skills.	E	A / I / R
High level of commitment.	E	A / I / R
Other		
Pleasant, welcoming and professional demeanour.	E	I
To support other members of the central team where appropriate.	E	A
Commitment to comply with all Trust policies, in particular relating to child protection, health and safety, confidentiality and data protection.	E	A / I / R
Good attendance and punctuality record.	E	R