



Archbishop Temple

Church of England High School

Person Specification for PERSONAL ASSISTANT

SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
Qualifications and experience			
Experience of working in a comparable role.	X		Application Form / Interview / Reference
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics, or equivalent work experience of at least 2 years.	X		Application Form
Have additional qualifications in business and/or management		X	Application Form
Experience of working and collaborating within a team	X		Application Form / Interview
Experience administrative and secretarial tasks including diary management.	X		Application Form / Interview / Reference
Proven track record of working independently and being self-motivated	X		Application Form / Interview / Reference
Knowledge and skills			
Ability to produce meeting minutes and documents of a high quality	X		Application Form / Interview
High level of understanding of data protection and confidentiality	X		Application Form / Interview / Reference
Excellent communication, interpersonal and organisational skills	X		Application Form / Interview / Reference
Ability to use IT packages including word processing, spreadsheets and other school software.	X		Application Form / Interview
Experience of using SIMs		X	Application Form / Interview
Ability to build effective working relationships with colleagues and external stakeholders	X		Application Form / Interview / Reference
Deals with difficult situations effectively	X		Application Form / Interview

Personal characteristics			
Flexibility- working hours may vary from time to time to accommodate after school functions and meetings	X		Application Form / Interview / Reference
Ability to work under pressure and prioritise effectively	X		Application Form / Interview / Reference / Task
Can motivate others and able to work well within a team	X		Application Form / Interview / Reference
Reacts positively to challenges	X		Application Form / Interview / Reference
Is committed to safeguarding the welfare of pupils and staff	X		Application Form / Interview / Reference
A commitment to fostering the ethos of the school	X		Application Form / Interview
Desire to work in an educational environment	X		Application Form / Interview
Commitment to attendance and punctuality at work	X		Application Form / Interview / Reference