**Northern Education Trust**

Post: Personal Assistant to the Principal / Office Manager

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSEs or equivalent, including English and Maths | E | ✓ |  |
| 2. | Evidence of continuous professional development and training | E | ✓ |  |
| 3. | Willingness and ability to obtain and/or enhance qualifications and training for development in the post | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | Experience of working in an education environment | D | ✓ | ✓ |
| 5. | Previous experience within administration | E | ✓ | ✓ |
| 6. | Experience of line management responsibilities | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 7. | Excellent communication and listening skills | E | ✓ | ✓ |
| 8. | Ability to respect and maintain confidentiality | E | ✓ | ✓ |
| 9. | High level experience of using Microsoft Office packages including word processing, e-mail and excel | E | ✓ | ✓ |
| 10. | Ability to prioritise and manage own workload and coordinate the work of others to appropriate deadlines | E | ✓ | ✓ |
| 11. | Efficient and effective organisational skills | E | ✓ | ✓ |
| 12. | Ability to relate to students in a pleasant manner and recognise potential child safeguarding issues | E | ✓ | ✓ |
| 13. | Understanding of academy child safeguarding procedures | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 14. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 15. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 16. | A flexible approach and a strong work ethic | E | ✓ | ✓ |