

Person Specification

Summary of job: Office Manager & PA to the Headteacher

Attributes	Essential	Essential	Desirable
Experience	Writing agendas and accurate concise minutes	Y	
	Organising meetings	Y	
	Record keeping, information retrieval and dissemination of data/documentation		Y
	Leading and motivating a team.	Y	
	Working in an environment where experiences included taking initiative and self motivation;	Y	
	Working as a PA and maintaining multiple diaries	Y	
Qualifications	Good general standard of education to minimum Level 2 in English and maths.	Y	
	ICT/Word processing at RSA Level 2 or equivalent recognised qualification	y	
	Relevant personal and professional development	Y	
Training	Be able to demonstrate a willingness to attend appropriate training and development;	Y	
	Have already attended or be willing to attend management training	Y	
Specialisms	Using the internet to access relevant information	Y	
	Knowledge of governing body procedures	Y	
	Knowledge of educational legislation, guidance and legal requirements	Y	
	Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA and the DfES.	Y	
	Knowledge of Equal Opportunities and Human Rights legislation;		Y
	Knowledge of Data Protection legislation.	Y	
Practical and Intellectual Skills	Good listening, oral and literacy skills;	Y	
	Able to organise own and others' time and work to deadlines	Y	
	Able to develop and maintain contacts with outside agencies eg departments of the LA and the DfES	Y	
	Be able to work at times convenient to the governing body, including evening meetings	Y	
	Be able to travel to meetings		Y
Disposition - Adjustment- Attitudes	Be a person of integrity	Y	
	Be able to maintain confidentiality	Y	
	Be able to remain impartial	Y	
	Have a flexible approach to working hours	Y	
	Be sympathetic to the needs of others	Y	
	Have an openness to learning and change	Y	
	Have a positive attitude to personal development and training	Y	
	Have good interpersonal skills	Y	
	Be available to be contacted at mutually agreed times.	Y	