ARTHUR MELLOWS VILLAGE COLLEGE

PERSON SPECIFICATION –
PERSONAL ASSISTANT TO THE DEPUTY HEADTEACHERS

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Formal qualification in PA / secretarial / administration.	✓	
Grade 6 or above at GCSE (or equivalent qualification in) English and Maths.	✓	
Educated to A Level or equivalent.		✓
Typing speed – 60+ wpm.		✓
EXPERIENCE		
Previous experience of providing high level PA / secretarial support, including diary management.	✓	
Experience of the organisation of large events including forward planning, budgeting, front of house – delivering outstanding quality of organisation and attention to detail, including all the facets of the school community.	✓	
To demonstrate evidence of Project Management within a large organisation from conception to delivery within specified deadline.	✓	
A proven track record of successfully balancing conflicting priorities and deadlines.	✓	
Demonstrable experience of successfully building and managing effective relationships with stakeholders, internally and externally at all levels.	✓	
Previous experience of co-ordinating administrative systems and processes across a number of associated functions.	✓	
Previous experience of being first point of contact for correspondence and drafting appropriate responses.	✓	
Previous experience working in a HR role, communicating and supporting staff one to one.		✓
Previous experience in a school / college environment supporting senior staff.		✓
SKILLS AND KNOWLEDGE		
Office skills / secretarial duties	✓	
Thorough and accurate understanding of English language and grammar. under skills.	✓	
Advanced and comprehensive knowledge of MS Office, specifically Outlook and Desktop Publishing.	✓	
Extensive Excel experience to create and modify spreadsheets including linking and formulas.	✓	
Advanced knowledge of school database package,eg Bromcom.		✓
Extensive knowledge of Outlook.		✓
Advanced data manipulation skills.		✓
PERSONAL SKILLS AND QUALITIES		
Candidates should be able to provide evidence that they:		
Have excellent communication skills – both written and verbal.	✓	
Are approachable and empathetic	✓	
Are able to build and maintain effective relationships.	✓	
Are discreet and have the ability to maintain confidentiality.	✓	
Are enthusiastic in approach and adaptable to changes and developments within a fast paced workplace.	✓	
Are confident and a self assertive self starter, able to use initiative.	✓	
Have the ability to prioritise conflicting workloads, remaining calm under pressure.	✓	

Have a desire for high standards of work and a consistently high standard of personal presentation.	✓	
Are able to demonstrate excellent interpersonal and organisational skills.	✓	
Are able to think creatively and strategically to resolve issues and formulate plans.	✓	
Can demonstrate effective teamwork skills.	✓	
Have a willingness to work flexibly as required, attending evening school events where necessary.	✓	
Have a good sense of humour.	✓	
SAFEGUARDING		
Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.	✓	
Has a good understanding of the safeguarding agenda.	✓	
Can demonstrate an ability to contribute towards a safe environment.	✓	
Shows a personal commitment to safeguarding.	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check, two successful references and relevant overseas checks. Online searches are carried out on all shortlisted candidates.