

PERSON SPECIFICATION FOR NEWPORT SCHOOL



PA TO HEAD

Scale 5

Attributes	Essential	Desirable
QUALIFICATIONS & TRAINING	<p>Good level of general education and relevant training.</p> <p>Good written and verbal communication skills.</p> <p>Good IT competency in Microsoft office packages</p> <p>Good standard of general education in English & Maths – GCSE or equivalent</p>	Shorthand or equivalent skills
KNOWLEDGE & EXPERIENCE	<p>Liaising with third parties and all Leadership team enquiries.</p> <p>Experience of using Microsoft Office packages to include Powerpoint.</p> <p>Experience of using computerised systems, (SIMS, databases).</p> <p>Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.</p> <p>Maintenance of diary for Leadership team.</p> <p>Meeting planning, collation of documents, minute taking.</p> <p>Production of newsletters, etc.</p>	Experience of school office based work.
COMPETENCIES & PERSONAL SKILLS	<p>Ability to act with discretion and maintaining confidentiality.</p> <p>Ability to work as part of a team.</p> <p>Ability to work in highly pressurised environment.</p> <p>Effective communication skills, both verbal & written.</p> <p>Eye for detail and committed to accuracy.</p> <p>Ability to relate to adults and children of all ethnic and cultural groups.</p> <p>Good organisational skills to meet demands and deadlines of the role.</p>	Any second language, verbal or written.
OTHER JOB SPECIFIC REQUIREMENTS	<p>Commitment to the Council's Customer Care Standards.</p> <p>Ability to work flexibly and outside school hours as required (eg meetings, school events).</p>	
DISQUALIFYING FACTORS	<p>Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy.</p>	

