### PERSON SPECIFICATION

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| **JOB TITLE:** | EA to Heads of School |
| **DATE:** | April 2019 |
| **REPORTING TO:** | Heads of School |

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|  | Essential | Desirable |
| **Qualifications** | Good level of educational attainment (specifically mathematics and English). |  |
| **Experience** | Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure.  Able to deal with confidential matters discreetly. | Experience of working in a school.  Experience of working for a charity. |

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| Skills | Strong Microsoft Office skills (including Word and Excel).  Strong administrative and workload management skills.  Ability to compose clear and concise letters and e-mails.  Accuracy and attention to detail.  Good and pro-active communication skills.  Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts. | Flexible, proactive and self-starter in approach to work.  Good initiative, enthusiasm, problem-solving approach to new challenges. |
| **Abilities** | Able to work with minimal supervision.  Able to deal with routine and sometimes mundane work such as filing and photocopying.  Ability to research information efficiently.  Literate and numerate. |  |
| Essential personal qualities | Accuracy and attention to detail.  Uses own initiative.  Good interpersonal skills.  Commitment to high standards of customer service.  Open and honest approach.  Flexible attitude.  Self-motivated.  Willing to get involved in a wide range of duties.  A commitment to safeguarding and promoting the welfare of children and young people. |  |