

Person Specification **Office Manager and PA to the** **Headteacher**



Attributes	Essential/ Desirable	Method of Assessment
Qualifications/Training		
Grade C/4 in English and Maths GCSE	Essential	Application form
Relevant Level 3 administration qualifications	Essential	Application form
Relevant IT qualifications	Essential	Application form
Relevant Human Resources qualifications	Desirable	Application form
Experience		
Previous experience in administration sector	Essential	Application form
Experience of working in a school environment	Essential	Application form Interview References
Experience of leading a team	Desirable	Application form Interview References
Experience of DBS/ Single Central Record	Desirable	Application form Interview References
Experience of Human Resources within a school environment	Desirable	Application form Interview References
Skills and Abilities		
Excellent communication skills, both written and verbal, with colleagues, senior leaders and governors	Essential	Interview References
Excellent organisational, record keeping and IT skills	Essential	Interview References
Accurate and professional	Essential	Interview References
A methodical and efficient approach to work	Essential	Interview References
Able to work under pressure and meet deadlines	Essential	Interview References
Able to work as a member of a team	Essential	Interview References
Able to use initiative and prioritise	Essential	Interview References
Able to take minutes effectively	Desirable	Application form Interview References
Qualities		
Warm welcome manner, including telephone manner	Essential	Interview
Good sense of humour	Essential	Interview References
High level of integrity, honest and strong moral principles	Essential	Interview References
Reliability and trustworthiness	Essential	Application Form Interview References
A positive enthusiastic approach	Essential	Interview
Able to deal effectively with confidential and sensitive information	Essential	Application form Interview References
To work on one's own initiative, prioritise and organise own work schedule. All duties are required to be carried out with minimal supervision and within set procedures.	Essential	Interview References
Other Factors		

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Eligibility to live and work in the United Kingdom,	Essential	Required document showing Right to Work in the UK or document for Asylum and Immigration Act.
Suitable to work with children	Essential	DBS Check
Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.		