

PERSON SPECIFICATION



Park Vale
Academy

POST TITLE: Office Manager / PA to the Headteacher

DATE: June 2019

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience <ul style="list-style-type: none"> Minimum of 5 GCSE's A* - C including English and Maths Minimum 2 years' relevant management experience and/ or PA experience Experience of recruitment, staff development and performance management Ability to work in and develop, professional partnerships Principles of effective management and supervision Strong IT Skills and competent user of Microsoft applications including Excel and PowerPoint 	X X X X X X	
Skills, Abilities and Personal Qualities <ul style="list-style-type: none"> Ability to provide support and guidance to a mix of professional staff and ability to demonstrate effective management skills Strong leadership skills and a strong focus on service delivery Strong performance management skills Ability to deliver through others, managing time and resources effectively Excellent interpersonal and organisational skills and ability to deal sensitively with people and resolve conflict Possess integrity, honesty, and confidentiality Ability to compile documents and write reports Willingness to be flexible in approach Good organisational and time management skills Positive and "can do" attitude Excellent administrative ability, accuracy of work and clear attention to detail Ability to deal positively with organisational change 	X X X X X X X X X X X X	
Suitability to work with children <ul style="list-style-type: none"> Enhanced DBS clearance is required for this position 	X	