

PERSON SPECIFICATION



Park Vale
Academy

POST TITLE: Office Manager / PA to the Headteacher

DATE: June 2019

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<p>Qualifications, Knowledge & Experience</p> <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 	<p>X X X X X X X</p>	
<p>Skills, Abilities and Personal Qualities</p> <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 	<p>X X X X X X X X X X X X X</p>	
<p>Suitability to work with children</p> <ul style="list-style-type: none"> • Enhanced DBS clearance is required for this position 	<p>X</p>	