

**PERSON SPECIFICATION**



Park Vale  
Academy

**POST TITLE:** Office Manager / PA to the Headteacher

**DATE:** December 2018

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