



Person specification – PA to the Head

Overview:

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who has a warm and encouraging manner that will bring out the best in others. They will be reliable, organised and efficient and a good team player. They should be flexible and able to work confidentially at a senior level.

Essential qualifications:

- Experience of working in a school and an understanding of how schools' function.
- Excellent IT skills across the range of Office 365 products and proficient typing ability.
- Qualification beyond A Levels.
- Eligible to work in the UK.

Desirable qualifications:

- Experience of SIMS or another management information system.

Essential skills:

- Ability to work with a high degree of accuracy and attention to detail.
- Ability to draft correspondence and produce documents of a high standard.
- Able to plan, organise and prioritise work efficiently and effectively.
- Able to take responsibility for own work with little or no supervision.
- Able to use initiative, be proactive in anticipating and solving problems.
- Experience of working under pressure and the ability to respond positively to unexpected situations.

Personal attributes:

- Work in a co-operative, diplomatic and flexible manner.
- Uphold the vision and values of the school.
- Have excellent communication skills and the ability to build effective professional relationships.
- Ability to act as an ambassador for the school and representative of the Head.



- Lead by example and model the highest professional standards.
- Able to deal calmly, tactfully and effectively with a range of people.
- Able to work flexible hours on occasions, when required e.g., attending events such as annual prize giving.
- Sympathy with the Christian ethos and values of the school.

