



HEAD'S PA

Person Specification

The Qualities and Key Skills required

The following table has been constructed to help candidates assess their own suitability and to assist with the assessment of candidates.

Attributes	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> GCSE, or higher, English and Mathematics Willingness to undertake further training when necessary. 	Typing, Text Processing qualifications
Experience and Knowledge	<ul style="list-style-type: none"> Experience of working in a busy office environment. Ability to work independently as well as part of a team Evidence of working in a supervisory role Customer service experience Microsoft Office software 	<ul style="list-style-type: none"> Experience of working in an educational setting. Knowledge of SIMS or similar information management system.
Skills and Abilities	<ul style="list-style-type: none"> A high standard of literacy and accuracy. Excellent communication and organisation skills and the ability to foster good relationships with a variety of people. Excellent telephone manner. A commitment to high quality work and the ability to maintain strict confidentiality. Self-motivated, with the ability to work independently as well as part of a wider team. Highly efficient and meticulous with good attention to detail. Able to deal with confidential data/issues appropriately. Excellent working knowledge of Microsoft Office, including Excel, Word and Outlook. 	An understanding of promoting positive relationships within the wider school community.
Values and Ethos	<ul style="list-style-type: none"> Openness to new ideas and practices, adaptable with a positive 'can do' attitude. A supportive understanding of, and commitment to, the School and its success. 	
Work Circumstances		An ability to work flexibly to meet the demands of the job and possible occasional attendance at school events during an evening or weekend.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.