



PERSON SPECIFICATION

Personal Assistant to the Senior Leadership Team

Qualifications, training and education

- GCSE passes in English and Maths, or equivalent, likely to support accurate written communication, numeracy and administrative credibility
- Education or training sufficient at A-Level or equivalent level
- Training in, and demonstrable competence using, core Microsoft Office packages.
- Advanced Microsoft Office skills to support accurate documentation, reporting, scheduling and communication.
- Knowledge of, or commitment to learn, IRIS Financials Purchasing and Every HR systems.
- Working knowledge of Bromcom or other management information systems.
- Experience within the education sector.
- Experience within a multi-academy trust context.

Skills and abilities

Technical skills

- Keyboard skills sufficient to produce accurate and timely written work.
- Ability to use Microsoft Office packages confidently to support documentation, communication, reporting and workflow management.
- Ability to use Bromcom or other management information systems to maintain accurate records and information.
- Ability to learn and use IRIS Financials Purchasing and Every HR systems.

Communication

- Written and verbal communication skills sufficient to liaise clearly with colleagues, leaders, students, parents, carers, visitors and external partners.
- Ability to communicate appropriately with all levels of staffing and management.
- Ability to relate appropriately to students, parents and visitors.
- Ability to identify people's needs quickly and respond to enquiries appropriately.
- Diplomatic and tactful approach when handling confidential, sensitive or senior-level communication.
- Assertive approach with colleagues while maintaining positive working relationships.



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- Knowledge of the roles, responsibilities and procedures of the School Leadership Team, Governing Body and local authority.

Organisation and planning

- At least two years' experience in a similar environment.
- Experience of working in a busy and diverse environment.
- Attention to detail sufficient to produce accurate work in a timely manner.
- Ability to prioritise workload with little or no supervision.
- Ability to work in pressured environments and meet deadlines within restricted time frames.
- Organisational skills and professional working style sufficient to support the smooth and efficient running of senior leadership administration.
- Ability to anticipate needs, think critically and offer solutions to support effective leadership operation

Personal qualities

- Reliable, honest, trustworthy and motivated.
- Acts with integrity.
- Appreciates confidentiality and maintains discretion.
- Dedicated and committed to the values and vision of the Trust.
- Positive, flexible and helpful attitude towards responsibilities and colleagues.
- Proactive approach to solutions.
- Flexible approach to accommodate business requirements.
- Understanding of the education environment and context, including relationships between the Trust, the Department for Education, Local Authorities and other partners.

Line Management

- Demonstrate empathetic leadership of your team
- Confident in holding difficult, sensitive or challenging conversations with team members.
- Approachable and flexible, with good listening skills to support managing and co-ordinating a team.



MAIDEN ERLEGH
SCHOOL

PERSON SPECIFICATION

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Satisfactory enhanced Disclosure and Barring Service clearance.
- Satisfactory employment checks and references.