



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION HIGHER LEVEL ADMINISTRATOR SLT SUPPORT

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Thorough and accurate understanding of English Language and Grammar	✓	
English and Maths GCSE or equivalent – Grade 5 or above	✓	
Formal qualification in PA / secretarial studies ie RSA III Typewriting or Business Administration Diploma or equivalent		✓
Educated to A Level or equivalent		✓
Typing speed – 60+ wpm		✓
EXPERIENCE		
Experience of providing high level PA / secretarial support, including diary management and minute taking.	✓	
Experience of the organisation of large events including forward planning, budgeting, front of house – delivering outstanding quality of organisation and attention to detail, including all the facets of the school community	✓	
Evidence of project management within a large organisation from conception to delivery within specified deadline	✓	
A proven track record of successfully balancing conflicting priorities and deadlines	✓	
Demonstrable experience of successfully building and managing effective relationships with stakeholders, internally and externally at all levels	✓	
Experience of co-ordinating administrative systems and processes across a number of associated functions	✓	
Experience of being first point of contact for correspondence and drafting appropriate responses	✓	
Experience in a school environment supporting senior staff		✓
SKILLS		
Word processing	✓	
Office skills / secretarial duties	✓	
Excellent communication skills in English	✓	
Advanced data manipulation skills		✓

KNOWLEDGE		
Advanced knowledge of school database package, eg Bromcom		✓
Advanced and comprehensive knowledge of MS Office, specifically Outlook and Desktop Publishing	✓	
Extensive Excel experience to create and modify spreadsheets including linking and formulas		✓
Knowledge of the safeguarding agenda	✓	
DISPOSITION		
Enthusiastic in approach and adaptable to changes and developments within a fast paced workplace	✓	
Discreet and can maintain confidentiality	✓	
Approachable and empathetic	✓	
Confident and a self-assertive self-starter, able to use initiative	✓	
Ability to prioritise conflicting workloads, remaining calm under pressure	✓	
Excellent communication skills – both written and verbal	✓	
A desire for high standards of work and a consistently high standard of personal presentation	✓	
Demonstrate excellent interpersonal and organisational skills	✓	
Build and maintain effective relationships	✓	
Think creatively and strategically to resolve issues and formulate plans	✓	
Demonstrate effective teamwork skills	✓	
Work flexibly as required, attending evening College events where necessary	✓	
Good sense of humour	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.