



# HOLY CROSS CATHOLIC HIGH SCHOOL

## Person Specification



<b>Job Title: Administrative Manager/Headteacher's PA</b>		<b>Scale 5/6</b>
<b>Requirements (based on the job description)</b>		
<b>1. Qualifications</b>		
<b>1.1</b>	GCSE Grade C or above in English and Maths (or equivalent)	E
<b>1.2</b>	A'Levels (or equivalent)	D
<b>2. Experience</b>		
<b>2.1</b>	Experience of working in an education environment	D
<b>2.2</b>	Experience of administrative work	E
<b>2.3</b>	Experience of supervising staff, including ability to delegate and track performance	E
<b>2.4</b>	Experience of Microsoft Office 2010	E
<b>2.5</b>	Experience of Office 365	D
<b>2.6</b>	Experience of working with SIMs.net	D
<b>3. Knowledge, skills and abilities</b>		
<b>3.1</b>	Ability to relate well to children	E
<b>3.2</b>	Ability to work as part of a team	E
<b>3.3</b>	Good written and verbal communication skills	E
<b>3.4</b>	Ability to relate well to parents/carers	E
<b>3.5</b>	Excellent attention to detail	E
<b>3.6</b>	Time management skills	E
<b>3.7</b>	Organisational skills	E
<b>3.8</b>	Administrative skills	E
<b>3.9</b>	Ability to make effective use of ICT	E
<b>3.10</b>	Flexible attitude to work	E
<b>3.11</b>	Ability to work to required standards, deadlines and timescales	E
<b>4. Other (including special requirements)</b>		
<b>4.1</b>	Commitment to safeguarding and protecting the welfare of children and young people	E
<b>4.2</b>	Commitment to equality and diversity	E
<b>4.3</b>	Commitment to health and safety	E
<b>4.4</b>	Commitment to attendance at work	E
<b>4.5</b>	Commitment to undertake in-service training	E
<b>4.6</b>	No leave is permitted in term-time unless there is a specific requirement and prior discussion has taken place	
<b>Note: We will always consider your references before confirming a job offer in writing</b> <b>The successful applicant will be subject to an Enhanced DBS disclosure</b>		