Hyde Community College

Personal Assistant to the Headteacher and Clerk to Governors Grade: Working pattern: 36 hours per week term time only		
Responsible to	School Business Manager	
Core Purpose	Highly effective and professional secretarial and administrative support for the Headteacher, Senior Leadership Team and Governors.	
Person Specification	E: Essential D: Desirable	
Qualifications	○ 5 GCSE grades A*-C (or equivalent) including **both** English and maths ○ NVQ Level 3 Business Administration or equivalent	E D
Experience of	○ Working in school environment ○ Dealing with a variety of colleagues and other stakeholders within a work setting ○ Significant experience of performing all aspects of administration at senior level	D E E
Knowledge of	○ The significance of safeguarding. ○ First Aid ○ School Information Management Systems (SIMS)	E D D
Personal skills and qualities	○ Able to demonstrate a high level of resilience when working in a pressured environment ○ Versatile and possessing excellent organisational skills ○ Confident to work independently or as part of a team ○ Excellent communication and interpersonal skills ○ Able to relate well to adults and young people ○ A clear commitment to equal opportunities ○ To be conscientious, hard-working, enthusiastic and reliable ○ Able to work effectively within defined timescales ○ Able to plan and organise own workloads and to work flexibly using self-motivated initiative ○ Competent and confident in the use of ICT including Word, Excel and PowerPoint, Google calendar and Google docs. ○ Committed to high personal standards at all times ○ A proven record of excellent attendance and punctuality ○ A willingness to learn new skills and to undertake further professional development ○ Able to maintain and produce accurate information and records and to maintain confidentiality ○ Able to deal sensitively with people and resolve conflict ○ Able to produce high quality documentation that is appropriate, clear and concise ○ Able to promote a positive ethos around school and act as a positive role model ○ A sense of humour and a positive outlook.	E E E E E E E E E E E E E E E E E

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.