

PERSON SPECIFICATION – Personal Assistant / Annual review Co-ordinator



Ravenswood School

Before making an application, candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<p>Five GCSEs or equivalent including English and Mathematics at grade C or above.</p> <p>ICT level 3 or above</p>	Evidence of continuous professional development	Application.
Experience	<p>Considerable experience of the use of ICT, word processing, Excel, PowerPoint and database systems</p> <p>Competent in clerical and secretarial working in a confidential environment</p> <p>Basic book keeping knowledge and experience</p> <p>Demonstrate initiatives, good work plans, and good time management, being able to prioritise, delegate and renegotiate work schedules</p>	<p>Experience of using SIMS software</p> <p>Experience of working in an organisation which has adopted the Guidance on Safe Working Practices for Adults working with Children and Young People in Educational Settings.</p>	<p>Application.</p> <p>References.</p> <p>Interview</p>
Personal Qualities	<p>Ability to report clearly on impact of own work and work of colleagues.</p> <p>Ability to hold others to account for their performance, both routinely and as part of appraisal.</p> <p>Ability to work independently, as a team leader, and as a team member.</p> <p>Enthusiasm, perceptiveness and a commitment to fairness.</p> <p>A personal commitment to the highest standards of honesty and integrity at all times.</p>	<p>Full support for the aims, values and ethos of the school.</p> <p>Empathy for pupils with high vulnerabilities and their families</p>	<p>Application.</p> <p>References.</p> <p>Interview.</p>
Communication Skills	<p>Clear oral and written communication skills, which can be adapted to a range of audiences.</p> <p>Excellent presentation skills and the ability to adapt complex information for the appropriate audience.</p> <p>Good professional networking skills.</p>		<p>Application.</p> <p>References.</p> <p>Interview.</p>