



Highclare School

Personal Assistant to Business Manager Person Specification

Essential Skills Required

1. Able to demonstrate discretion, diplomacy and an empathetic approach to handling sensitive issues.
2. Excellent written, analytical and administrative skills
3. High levels of competence in the use of MS Office software applications
4. Excellent communication and interpersonal skills
5. Have a sharp eye for detail and the highest standards of work.
6. Experience of SIMS
7. High level organisation skills
8. Be willing to work in a developing and pressured environment

Desirable Skills

1. Senior level PA, secretarial or equivalent experience.
2. Experience of working in a school environment
3. Flexibility to ensure the needs of the school are met
4. Reliability and commitment
5. Positive and pro-active attitude

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service