



BURGESS HILL

— GIRLS —

Person Specification

PA to Head/July 2015

Requirements	Essential	Desirable
Qualifications	GCSE or equivalent Maths and English or relevant experience	Secretarial qualification or Diploma
Knowledge	Good working knowledge of Microsoft Products (Word, Excel, Powerpoint and Outlook) and databases Google and ISAMS/MIS systems.	
Experience	A strong track record of experience as a Personal Assistant in a customer facing environment	
Skills and Aptitudes required	Accurate typing skills Strong proofreading skills	
Personal Qualities required	Teamwork Flexible & Adaptable in terms of duties and hours of work Good 'front of house' skills Planning & organising – ability to prioritise work and manage conflicting priorities A “can do” attitude with a good sense of humour Initiative/Proactive nature Good communication skills – both written and oral Confidentiality, tact and diplomacy	An interest in education and schools