



ELLESMERE PORT CATHOLIC HIGH SCHOOL

PERSON SPECIFICATION

JOB TITLE: Personal Assistant to Headteacher

GRADE: 5

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a DBS Criminal Record Check. The level of check required for this job is an Enhanced Disclosure.

Qualifications	<p>Essential: Relevant qualifications. Knowledge of administrative practices and procedures.</p> <p>Desirable: Formal qualifications.</p>
Experience	<p>Essential: Experience of working in a busy admin/secretarial position at a senior level with sound experience in customer, procurement and project support services supporting a multi-discipline office/school environment. Good knowledge of Microsoft packages. Advanced level Word (including mail merge), Outlook and PowerPoint. Ability to take accurate minutes. Highly organised, efficient and accurate with excellent communication skills.</p> <p>Desirable: Experience using MIS systems. Experience of providing dedicated secretarial/admin support to staff working at a senior level in an organisation.</p>
Job Related Knowledge	<p>Essential: Organisational structure of a school. Understanding of Headteacher's role (internal and external). School policies and procedures. Commitment to maintain confidentiality. Professional manner and able to relate well to staff, students and visitors.</p> <p>Desirable: Knowledge of LEA at Council and area levels and external organisations and committees.</p>

Ellesmere Port Catholic High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.