

**Person Specification**

**PA to the Director of Education and administrator to the Education department**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications and Training** | * Experience in administration      * Educated to a good general standard | * Relevant qualifications in administration and secretarial work or similar * Evidence of continued learning |
| **Experience and skills** | * Literate and numerate, with proven administrative and organisational skills * IT literate: able accurately and effectively to handle word processing, email and editing of websites * Ability to prepare and produce high quality documents * Efficient with administration * Able to work independently in handling a diverse workload and in keeping to deadlines * Strong verbal communications skills and ability to produce clear written records and reports; | * Experience of working or volunteering within a school context. * An understanding of the school education system. * Competence in the use of Microsoft Office, including use of Excel * Experience of taking minutes of meetings. |
| **Personal Qualities** | * Ability to interact tactfully and sensitively with people * Excellent communication skills (verbal and written) * Ability to work proactively on own initiative * Ability to work collaboratively as part of a team * Good organisational and time management skills to manage a busy workload * Ability to maintain complete confidentiality * Resilience under pressure and a calm, compassionate and confident manner * Friendly and approachable demeanour * Ability to work flexibly * In sympathy with the aims and objectives of the Church of England * A person of integrity |  |

February 2023