



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Notre Dame High School Person Specification
Job Title: School Office Manager / PA to the Headship Team**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Proficient computer skills, Microsoft packages	E	Application Interview
Strongly developed organisational skills	E	Application Interview
Ability to prioritise work	E	Application Interview
Ability to successfully coordinate meetings from start to finish	E	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Good interpersonal skills with strong two way communication	E	Application Interview
Ability to work as a member of a team and be accountable	E	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
Ability to form and maintain appropriate boundaries with children and young people	E	Application Interview
Personal qualities, values and attributes		
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Subject / post specific requirements		
Accurate meeting facilitation including taking minutes	E	Application Interview
Experience in a similar role	D	Application Interview
Knowledge and understanding of GDPR and its implications for Governors	D	Application Interview
Knowledge of local academy committees in a school and the legal framework for school governance within a Multi Academy Trust setting	D	Application Interview