



WESTMINSTER UNDER SCHOOL

Personal Assistant to the Deputy Master – Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
Knowledge/Experience	Experience of working in an administrative role	Yes	
	Experience working in an educational setting		Yes
	Safeguarding and child protection awareness	Yes	
	First Aid at Work Qualification or the willingness to obtain one		Yes
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Hard-working and dedicated	Yes	
	Excellent I.T. skills, including Microsoft Office	Yes	
	Calm under pressure	Yes	
	Excellent organisational skills, ensuring deadlines are met	Yes	
	The ability to be proactive with their work	Yes	
	Excellent communication skills, both written and verbal	Yes	

	Excellent interpersonal skills, with the ability to liaise with key stakeholders throughout the school	Yes	
	The ability to work autonomously or as part of a team	Yes	
	Possess a friendly and approachable manner	Yes	