



WESTMINSTER SCHOOL

Head Master's Office Assistant – person specification

	Criteria	Essential	Desirable
Qualifications and Professional Development	Formally education to GCSE level (or equivalent)	Yes	
Knowledge and Experience	Experience in administration and/or an office environment	Yes	
	Experience of minuting/note taking		Yes
	Knowledge of safeguarding protocols	Yes	
	Experience of working in an educational setting		Yes
	Appreciation of boarding and day school management structures		Yes
	Experience using different systems (e.g. LiveRegister)		Yes
	A 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	Excellent communication skills, both written and verbal	Yes	
	Good standard of English, both written and verbal	Yes	
	Ability to plan and prioritise workload	Yes	
	Strong IT skills	Yes	
	Able to build positive and effective working relationships	Yes	