



WESTMINSTER UNDER SCHOOL

Personal Assistant to the Master – Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A good general standard of education	Yes	
	Further qualification in administration (or equivalent) that is relevant to the role		Yes
	Evidence of relevant and challenging continuing professional development or progression	Yes	
Knowledge/Experience	Experience working in administration in an office environment	Yes	
	Experience in line managing others		Yes
	Experience in answering the telephone, engaging with visitors face-to-face and electronically	Yes	
	Experience using InDesign		Yes
	Knowledge of safeguarding	Yes	
	Experience using the entire Microsoft Office suite, including Outlook, Word, Excel, Teams, Forms, etc.	Yes	
	An understanding of, and commitment to, the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Possess excellent organisational skills	Yes	
	Prioritise tasks and meet deadlines as required	Yes	
	Excellent I.T. skills using the entire Microsoft Office suite, including Outlook, Word, Excel, Teams, Forms, etc.	Yes	

	Ability to use specific functions of key software or confidently learn it, e.g., using track changes, ability to mail merge, etc.	Yes	
	Excellent proof-reading skills	Yes	
	Excellent attention to detail	Yes	
	Possess a can-do attitude	Yes	
	Able to work without direct supervision and able to take initiative	Yes	
	Ability to keep and maintain strict confidentiality	Yes	