



WESTMINSTER UNDER SCHOOL

PA to the Master – person specification

	Criteria	Essential	Desirable
Education/Qualifications	Formal education to A-Level (or equivalent) or equivalent level of experience	Yes	
Knowledge/Experience	Experience of working in administration in an office environment	Yes	
	Experience using Microsoft Office suite, including Outlook, Word, Excel, Teams, Forms, etc.	Yes	
	Experience of line managing		Yes
	Experience of answering the telephone, engaging positively with visitors or customers, both face-to-face and electronically	Yes	
	Experience using InDesign		Yes
	Experience of working in a school or educational environment		Yes
	Knowledge of safeguarding	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 their work.	Yes	
Skills and abilities	Possess excellent organisational skills	Yes	
	Prioritise tasks and meet deadlines as required	Yes	
	Excellent general computer skills on either Windows or Mac	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	