



PERSON SPECIFICATION	
JOB TITLE	Personal Assistant to the Deputy Head Co-Curricular
DEPARTMENT/SECTION	Co-Curriculum

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Proficiency in Word, Excel and PowerPoint • Experience working with MIS Systems • Data manipulation skills • Degree from recognised university 	x	x x x
EXPERIENCE:		
<ul style="list-style-type: none"> • Previous experience in a PA role. • Previous administrative experience • Working with children or young people 	x x	x
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Well-developed interpersonal and communication skills • A sound command of written English • Good computer literacy and competency • Flexible and able to work calmly and efficiently under pressure • Excellent team working skills with the ability to work independently when necessary • Ability to learn new tasks and processes quickly • Integrity and drive 	x x x x x x x	
PERSONAL COMPETENCIES & QUALITIES:		
<ul style="list-style-type: none"> • Positive attitude • Problem solver • Ability to adapt • Agile worker 	x x x x	