

# **Personal Assistant to Principal and College Manager**

## **Person Specification**

The postholder should be:

- (essential) proven track record of efficiency
- (essential) able to work to line management and on own initiative (though induction training, support and advice will be available)
- (essential) proven track record of organisation and record keeping
- (essential) good skills in using Microsoft Office Suite
- (essential) able to work with sympathy and respect with people faith, and the tact to work with many different people in different roles in the church and beyond
- (essential) good facility with online resources generally, and (preferred) experience of maintaining a website
- (preferred) previous experience of working as a PA
- (preferred) experience of working within Further or Higher Education