

POST OF PRINCIPAL'S PA **(Maternity Cover)**

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Able to demonstrate general secretarial / PA skills including minute taking and audio typing
- Previous experience as a Personal Assistant or similar role
- IT literate with excellent word processing skills
- Experience of MS Office
- Confident and able to liaise at all levels
- High level of accuracy
- Excellent organisational and time management skills
- Excellent interpersonal and communication skills: written, oral and aural
- The ability to work on own initiative or as part of a team
- The ability to work to deadlines and targets
- Excellent telephone manner
- The ability to maintain strict confidentiality
- Excellent record of attendance and punctuality
- Willingness to undertake relevant training under the College's appraisal scheme
- All appointments are subject to satisfactory references and a Criminal Records Bureau Disclosure
- Understanding and commitment to Equal Opportunities
- Support for the Catholic ethos of Notre Dame

DESIRABLE CRITERIA

- Experience of working in an educational environment
- Relevant skills equivalent to RSA Level 3
- Shorthand