

CHINGFORD FOUNDATION SCHOOL
CHINGFORD ACADEMIES TRUST
PERSON SPECIFICATION & ASSESSMENT

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/A*
Qualifications			
A*-C GCSEs, including Mathematics and English or equivalent	✓		A
Educated to A Level standard		✓	A
Experience			
Excellent all round professional secretarial experience gained in a previous Personal Assistant/Secretarial role at senior level (2 years minimum).	✓		A/T/I
Basic understanding of school/Trust, local government and central government structures and how they interrelate, including DfE, OFTED	✓		A/T/I
Experience of working directly for senior members of staff within an organisation	✓		A/T/I
Basic understanding of the role of the Trustees/governing body within a Trust.	✓		A/T/I
Experience in the use of School Information Management Systems		✓	A/T/I
Minute Taking Experience	✓		A/T/I
Knowledge of the Chief Executive Officer's (CEO) and Senior Leadership Group's role in the running of the Trust or equivalent		✓	A/T/I
Skills, knowledge and Understanding			
Excellent communication skills, both written and oral, with the ability to produce confidential correspondence, documents, reports and communications.	✓		A/T/I

Excellent IT skills (Excel, Word, Powerpoint (Intermediate), email, Outlook (Advanced) - diary management, desktop publishing software and internet.	✓		A/T/I
Strong numeracy skills	✓		A/T/I
Ability to respond proactively to unexpected problems and situations.	✓		A/T/I
Ability to demonstrate initiative.	✓		A/T/I
Ability to maintain efficient record-keeping systems.	✓		A/T/I
Ability to effectively line manage others	✓		
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓		A/T/I
Ability to relate well to children and adults	✓		A/T/I
Ability to diarise deadlines and ensure that they are met by the CEO and other members of the Senior Leadership Group	✓		A/T/I
A high degree of inter-personal awareness, including initiative, diplomacy, discretion and a professional approach	✓		A/T/I
Ability to take notes at meetings and to transcribe those notes in a clear and understandable way.		✓	
Experience of handling and maintaining confidential information.		✓	
Ability to draft correspondence and documents on behalf of the CEO	✓		
Experience of setting agendas for meetings and collating supporting documentation as well as diarising any actions and ensuring that they are completed within agreed deadlines.	✓		
Experience of working unsupervised and using knowledge and judgement to refer appropriate matters to relevant parties		✓	
Personal Qualities			
Ability to present a confident and professional manner at all times.	✓		A/T/I

Exercise sound judgment especially relating to confidentiality and discretion	✓		A/T/I
Excellent interpersonal and communication skills.	✓		A/T/I
Ability to work effectively under pressure	✓		A/T/I
A flexible and positive approach to work.	✓		A/T/I
Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure	✓		A/T/I
Knowledge of, and commitment to, Equal Opportunities	✓		A/T/I
Maintenance of confidentiality	✓		A/T/I
Willingness to undertake relevant training.	✓		A/T/I
Ability to build and maintain effective working relationships across the Trust	✓		A/T/I
Good negotiation skills and ability to balance and resolve conflicting requirements/ demands	✓		A/T/I
Able to take ownership of tasks and work with minimal supervision	✓		A/T/I
Have exacting standards and a keen eye for detail	✓		A/T/I
Other Requirements			
Ability to work well as part of a team	✓		A/I
High standard of punctuality	✓		A
Committed to school ethos and direction	✓		I
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

‘The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.’

*I - Interview process A - Application Form

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).