

**Central Team
Executive PA / Administrator
Person Specification**

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview); C (certificates); R (references)

Skills and Abilities: <i>(The personal competencies, qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people)</i>	Essential / Desirable * (E / D)	Method of assessment
General office experience aptitude to meet the needs of the post.	E	A/I
Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.	E	A/I
Should have experience in the use of ICT including experience of google and microsoft packages.	E	A/I/C
Experience of work in an office	D	A/I
Knowledge/Qualifications: <i>(The professional, technical or academic qualifications that the Applicant must have to undertake the role)</i>	Essential / Desirable (E / D)	Method of assessment
Should have excellent general office skills.	E	A/I
Sound literacy, numeracy & accuracy and must be IT proficient	E	A/I/C
Experience: <i>(The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role)</i>	Essential / Desirable (E / D)	Method of assessment
Experience of effectively working as a PA in a high pressure, busy work environment	D	A/I
Accuracy, attention to detail and ability to maintain both through interruptions and queries	E	A/I/R
Must be able to follow instructions and organise tasks whilst working accurately, under pressure, and often to strict deadlines. Must be able to prioritise own work to meet deadlines.	E	A/I/R

Must be able to communicate effectively, especially face to face and over the telephone.	E	A/I/R
Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues and professional contacts.	E	A/I/R
Organisational and general administrative skills, e.g. recording, filing.	E	A/I/R
Comfortable with use of IT as an integral and essential tool	E	A/I/R
Potential to expand and develop and take on additional responsibilities.	D	A/I/R
Other Requirements:	Essential / Desirable (E / D)	Method of assessment
High level of personal and professional integrity.	E	I
Commitment to excellence and desire for continual improvement.	E	A/I
A knowledge and interest in the education environment.	D	A/I
Commitment to safeguarding and promoting the welfare of children, young people and adults	E	A / I

*Essential: these are qualities without which the applicant could not be appointed;

Desirable: these are extra qualities which can be used to choose between applicants who meet all of the essential criteria

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.