

PERSON SPECIFICATION – Executive PA A360

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
☐ Relevant degree or equivalent	D	Application form/Interview/Task (if applicable)
☐ Evidence of ongoing recent professional development	E	
Knowledge & Experience	Essential/Desirable	How Identified
☐ Experience in a senior administrator or personal assistant role or similar	E	Application form References Interview
☐ Working knowledge of MS office	E	
☐ Highly motivated with ability to work unsupervised, using own initiative	E	
☐ Excellent communications and interpersonal skills with the ability to present information in a manner appropriate to the audience, including good presentation skills.	E	
☐ Good influencing skills and the ability to foster and maintain successful working relationships with colleagues and stakeholders	E	
☐ Experience of development, management and operation of administrative systems.	E	
☐ Experience of researching and analysing information	E	
☐ Knowledge and experience of educational systems and environment	D	
☐ Knowledge and experience of working with Trade Unions, professional associations and key stakeholder	D	
☐ Experience of supporting with recruitment administration and co-ordination	D	
☐ Experience of HR administration	D	
☐ Ability to work under pressure and to meet deadlines	E	

☐ The ability to work independently and use initiative to identify, prioritise and respond to issues that arise – problem solving on a daily basis	E	
☐ Personal Attributes	Essential/Desirable	
Ability to build strong working relationships with colleagues and the wider school community, gaining confidence and respect of peers	E	How Identified
☐ Professional, friendly and approachable	E	Application form/Interview/Task (if applicable)
☐ Ability to work confidently with tact and discretion	E	
☐ Confident when dealing with difficult situations	E	
☐ Ability to support and challenge decision making with professional integrity	E	
☐ An understanding of, and a commitment to, Equality and Diversity (acting as a role model in setting high standards which others can aspire to)	E	
☐ Equal Opportunities	Essential/Desirable	
Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	How Identified
☐ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	Application form/Interview/Task (if applicable)
☐ Safeguarding	Essential/Desirable	
☐ Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
☐ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	