

PERSON SPECIFICATION

Executive Personal Assistant



ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications	<ul style="list-style-type: none"> • Good standard level of Education • 5 GCSEs at C or above including English and Maths • NVQ Level 2 or above in Business Administration or equivalent 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in related area 	A, I, R
Work experience and desired vocational training	<ul style="list-style-type: none"> • At least 5 years' experience of administration work including Personal Assistant / Secretarial roles • Experience in planning and organising diary management 	<ul style="list-style-type: none"> • Experience of working in an educational setting or relevant environment • Experienced Personal Assistant • Outstanding customer experience skills 	A, I, R
Knowledge and understanding	<ul style="list-style-type: none"> • Working constructively and positively as part of a team • Knowledge of hospitality for a small number of Trustees / Senior Leaders • Excellent verbal and written communication skills • Effective in response to dictation 	<ul style="list-style-type: none"> • Knowledge of administrative functions in an educational setting 	A, I
Skills and abilities	<ul style="list-style-type: none"> • Ability to relate well with pupils, colleagues and external agencies • Willing to participate in training and development opportunities • Excellent ICT skills including all Microsoft platforms 	<ul style="list-style-type: none"> • Experience of Apple software 	A, I, R
Personal qualities	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Ability to work under own initiative and as part of a team • Work under pressure and meet deadlines • Self-motivated, enthusiastic and reflective 	<ul style="list-style-type: none"> • Creative 	A, I, R

Method of Assessment: (A) application form, (I) interview, (R) references