Person specification – Executive Assistant

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|  | **Essential** | **Desirable** |
| **Personal Skills and Qualities** | Attention to detail and administration skills; The ability to plan ahead, sets goals and organise others effectively to achieve objectives; The ability to prioritise and make informed decisions;A high degree of responsibility and dependability; Able to juggle working on both long and short term goals; Like to get involved to solve issues hands on; Value productivity and achievement of tasks;Industrious and enjoys being busy;Confident and decisive in business; Enquiring and objective; Clear and sharp thinker;Good capacity for listening and learning; Ability to work under pressure;Excellent communication skills;  |   |
| **Experience and Knowledge** | Minimum 2 year’s experience of providing EA/PA support to senior executives;Excellent IT skills, specifically in Word, Outlook, Excel and PowerPoint;Exceptional all-round administrative skills;Proven organisational skills, with ability to manage multiple work streams, and to work strictly to deadlines.Extensive experience of writing to a range of formats including reports, letters and presentations; | Experience of the education sector;Understanding of the school system. |