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. |