**Executive Assistant to the Head of School**

# Person Specification

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|  | **Essential** | **Preferred** |
| **Experience,**  **Skills, Knowledge** | Substantial experience of acting as a Personal Assistant or working at a senior administrative level in a large, complex organization.  Excellent skills in office IT systems, including e-mail, web, MS Office applications (Word, Excel, PowerPoint, Access); ability to adapt to changing technologies.  High level of literacy and proven ability to draft correspondence, briefing notes etc.  Good level of numeracy skills.  Clear evidence of sound judgement.  Proven ability to deal effectively, confidently, and politely with a wide range of stakeholders such as parents, staff and students with tact and discretion.  Ability to manage a variety of tasks at the same time and to prioritise work.  Excellent attention to detail in all matters.  Excellent telephone manner and interpersonal skills.  Ability to work as part of a team and liaise effectively with colleagues.  Self-motivation, a proactive approach, and an ability to work flexibly and reliably with minimal supervision.  Ability to work to tight deadlines and excellent time-management skills.  Excellent minute taking skills.  Excellent organization and communication skills.  Excellent research skills and demonstrable ability to analyse and synthesise information. | Experience of working in a school environment or similar complex environment with a range of stakeholders  Knowledge of school databases.  Knowledge of school procedures and policies.  Knowledge of requirements of Academy status.  Previous experience as an Executive Assistant/ PA and/or Clerk to Governors/Trustees |
| **Work experience** | At least 3 years’ relevant experience. |  |
| **Interpersonal Skills** | Able to work under own initiative.  Flexibility including ability to work evenings.  Ability to work under pressure.  Ability to work extra hours as required.  Good team member.  Good sense of humour.  Able to apply discretion and maintain confidentiality. |  |