**Person Specification**

Personal Assistant (PA) to Executive Principals

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| **Attributes** | **Essential** | **Desirable** | **Measured** |
| **Qualifications and Experience** | * Grade C or above in GCSE English and Mathematics (or equivalent)
* ‘Minimum of two years’ relevant experience in a personal secretary role
 | * Degree or HND/foundation degree
* Formal secretarial training
* RSA or similar typing/word processing qualification
* Recognised shorthand qualification
* A’ Level or equivalent qualification
 | * Application
* References
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| **Working with Others** | * Ability to supervise if required
* Ability to communicate with people at a high level, e.g. Chief Executive Officer, Executive Principals, Trust Board Members
* Ability to make complex administrative/meeting arrangements including agenda preparation and note taking
* Ability to exercise judgement in dealing with visitors and telephone enquiries
* Flexible approach to working individually as well as in a team
* Ability to build and maintain mutually beneficial relationships with other organisations and individuals
* A full UK driving licence and access to own vehicle as there may a requirement to work across different sites
 |  | * Application
* Interview
* References
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| **Personal Effectiveness** | * A completer-finisher
* Highly-motivated self-starter with the initiative to make things happen
* Excellent organisational skills, and ability to effectively prioritise time and work
* Driven by a desire to make a difference
* Ability to manage a busy diary
* Ability to develop filing and administrative systems with minimal guidance
* Ability to work under pressure to meet strict deadlines
* Ability to solve problems in a constructive manner
* Ability to set and work within quality standards
* Ability to deal sensitively with confidential information
* Ability to research information and prepare briefing notes
* Good literacy and numeracy skills
* Pleasant, tactful and diplomatic manner
 |  | * Application
* Interview
* References
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| **Communication** | * Experience of an IT orientated working environment including Microsoft Office
* Ability to use a range of presentational software
* Highly developed word processing skills
* Ability to prepare and present information using a range of software packages
* Ability to word process proficiently from audio tape
* Ability to take shorthand
* Ability to draft and proof read using a high standard of written English
* Ability to draft correspondence to a proficient standard
* Have a calm, confident and helpful telephone manner
* Ability to communicate appropriately in formal meetings
 | * Able to write fluent and stylish English
 | * Application
* Interview
* References
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May 2018