**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 |
| **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 |
| **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 |
| **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 |

May 2018