Executive Assistant Person Specification

This person specification lists the competencies expected of an experienced/fully-trained Executive Assistant. The two right-hand columns provide guidance for the appointment of new personnel. (E= Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	The Executive Assistant should be able to provide evidence of the following:		
	αριπασο	good listening, oral and literacy skills;	E	
		writing agendas and accurate concise minutes;	Е	
		 ICT including keyboard skills, use of word processing, spreadsheet and presentation software; 	Е	
		organising their time and working to deadlines;	E	
		organising meetings;	Е	
		 record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; 	Е	
		using the internet to access relevant information;	Е	
		 developing and maintaining contacts with outside agencies e.g. departments of the DfE, Local Authorities, Church Authorities, Charity Commission; 		D
		knowledge of Governing Body procedures;		D
		 knowledge of educational legislation, guidance and legal requirements; 		D
		 knowledge of the respective roles and responsibilities of the Governing Body, the Principal, the LA, Church Authorities and the DfE; 		D
		knowledge of Equality and Human Rights legislation;		D
		knowledge of Data Protection legislation;		D
		 knowledge of Safeguarding legislation, guidance and procedures; 		D
		knowledge of WordPress and social media;		D

2	Qualifications and training	The Executive Assistant should: be able to demonstrate a willingness to attend appropriate training and development.	Е	
3	Experience	The Executive Assistant should be able to produce evidence of: • relevant personal and professional development; • working in an environment where experiences included taking initiative and self motivation; • working as a member of a team.	E E	
4	Personal attributes	The Executive Assistant should: • be a person of integrity and demonstrate understanding of and commitment to the Grace Academy Ethos; • be able to maintain confidentiality;	E	
		 be able to remain impartial; have a flexible approach to working hours; 	E E	
		be sympathetic to the needs of others;have an openness to learning and change;	E	
		 have a positive attitude to personal development and training; 	Е	
		have good interpersonal skills.	E	
5	Special Requirements	 The Executive Assistant should: be able to work at times convenient to the Governing Bodies and Directors, including evening meetings; be able to travel to meetings; 	E	D
		 be available to be contacted at mutually agreed times; Grace Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position is subject to a satisfactory Enhanced DBS check. 	Е	D