

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)

[illegible]

2	Qualifications and training	<p>The Executive Assistant should:</p> <ul style="list-style-type: none"> be able to demonstrate a willingness to attend appropriate training and development. 	E	
3	Experience	<p>The Executive Assistant should be able to produce evidence of:</p> <ul style="list-style-type: none"> 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 E	
4	Personal attributes	<p>The Executive Assistant should:</p> <ul style="list-style-type: none"> be a person of integrity and demonstrate understanding of and commitment to the Grace Academy Ethos; be able to maintain confidentiality; be able to remain impartial; have a flexible approach to working hours; be sympathetic to the needs of others; have an openness to learning and change; have a positive attitude to personal development and training; have good interpersonal skills. 	E E E E E E E	
5	Special Requirements	<p>The Executive Assistant should:</p> <ul style="list-style-type: none"> be able to work at times convenient to the Governing Bodies and Directors, including evening meetings; be able to travel to meetings; 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. 	E E	D D