



## Person Specification

### Post: Executive Officer

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Good level of numeracy and literacy</li> <li>Good working knowledge of data protection legislation</li> <li>Understanding of issues facing schools and the administrative provision they necessitate</li> <li>Evidence of recent continued professional development</li> </ul>	✓ ✓	✓ ✓ ✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in an administrative or similar role including diary management and travel arrangements</li> <li>Proven experience of working in a successful team</li> <li>Experience of working in a multicultural environment</li> <li>Experience of organising meetings and accurate note taking</li> <li>Experience of working in a school/educational environment</li> </ul>		✓ ✓ ✓ ✓ ✓
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written Communication skills appropriate to the need to communicate effectively with colleagues, students , other professionals</li> <li>Excellent IT and desk top publishing skills including Outlook, Word, Excel, Power Point and databases and proven experience of using IT developments to improve systems and processes.</li> <li>Ability to set up on-line surveys</li> <li>Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities</li> <li>Ability to think creatively and to anticipate and solve problems</li> <li>Demonstrates an attention to detail</li> <li>Excellent and meticulous organisational</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	

	skills <ul style="list-style-type: none"> <li>• Ability to manage and deal with confidential data / issues appropriately</li> <li>• Ability to establish effective relationships at all levels</li> </ul>	✓  ✓	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Able to keep up to date with current educational developments and changes</li> <li>• Confident and at ease when meeting and communicating effectively with a diverse range of people</li> <li>• Adaptable and flexible</li> <li>• Clear commitment to the team approach; able to exchange ideas and provide support for colleagues</li> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations</li> <li>• To ensure confidentiality with all aspects of the role</li> <li>• Commitment to personal development</li> <li>• Proven experience of using initiative</li> <li>• Willingness to attend events that occur outside of the normal school day.</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Enhanced DBS disclosure check</li> </ul>	✓  ✓	
<b>Specific Information related to the post</b>	Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview – see application form		