

PERSONNEL SPECIFICATION

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

POST TITLE: **Executive Assistant to CEO**

ATTRIBUTES	ESSENTIAL	DESIRABLE	SOURCE
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Bachelor's degree in business administration, Management, or a related field (essential). Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Valid driver's license and willingness to travel if necessary. 	<ul style="list-style-type: none"> Project management qualifications (e.g., PMP, PRINCE2) 	Application form Qualifications
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Minimum of 5 years of experience in a similar executive support role, preferably within a charitable or educational organisation. Demonstrable experience in managing high-level administrative functions and strategic initiatives. Proven track record of working closely with senior executives and handling confidential information. 	<ul style="list-style-type: none"> Experience of working within an educational setting. 	Application Form
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Ability to understand and contribute to the organisation's strategic objectives. Exceptional organisational skills with the ability to manage multiple tasks and projects simultaneously. Excellent verbal and written communication skills, with the ability to draft clear and concise documents and correspondence. Strong interpersonal skills, with the ability to build relationships at all levels and handle challenging situations diplomatically. Proactive problem-solver with the ability to anticipate needs and address issues before they arise. High level of accuracy and attention to detail in all aspects of work. Strong time management skills with the ability to prioritise tasks effectively. Ability to work independently with little supervision and as part of a team. 	<ul style="list-style-type: none"> Knowledge of safeguarding policies and procedures. Knowledge and skills of working with children/young adults/SEN 	Application Form Interview

	<ul style="list-style-type: none"> • Ability to work to a high level of accuracy and demonstrate attention to detail. • Be able to manage a number of tasks concurrently. • You should be well-versed in your knowledge. • Intellectually sharp • Tech-savvy 		
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Willingness to work outside regular office hours to meet the needs of the CEO/Executive Principal. • Commitment to aims, values and ethos of the Foundation, including Quality of Life and Positive Behaviour Support. • Commitment to playing a part in our key working structure. • Commitment to the safeguarding and welfare of young people. • Ability to work under pressure. 		Interview
PERSONAL	<ul style="list-style-type: none"> • Looking to build a career in a school. • Honesty and Integrity. • Outstanding personal brand. • Trustworthy and the ability to maintain confidentiality at all times. • Determination to succeed. • The ability to adapt and promote change. • Sense of humour. • Reliability. • Highly motivated. • Flexibility and adaptability. • Loyalty and dynamic personality. • A willingness to undertake training as required. • Eagerness to expand knowledge and skills • Personable character • Values driven 		Application Form Interview References