



CANDIDATE SPECIFICATION

Candidate skills and competencies

- Experience supporting Executive level individuals as an Executive Assistant, Personal Assistant or similar role gained within an academy, college of Further Education, University, Charity or Local Authority. Experience supporting Board level individuals is an advantage
- Excellent MS Office knowledge. Knowledge of other school databases and IT systems (e.g. My Concern, SIMS) is an advantage.
- Outstanding organizational and time management skills and ability to prioritise workload effectively, including working on occasion under pressure and to agreed deadlines
- Excellent verbal and written communication skills and attention to detail, including proven ability to:
 - produce professional written correspondence
 - produce concise and clear minutes of meetings
- Ability to work autonomously and proactively, without close supervision or management
- A flexible and adaptive approach to work, with a 'can do' attitude.
- Confidence and experience liaising with a range of people at different levels within and outside the organisation
- Understanding of the importance of confidentiality and discretion at all times

Working Arrangements:

This post requires attendance at evening governance meetings during term time, estimated between 3-5 meetings per term.

Notice periods:

3 calendar months

