



Bishop Vesey's Grammar School

PERSON SPECIFICATION – EXECUTIVE ASSISTANT – TERM TIME

Method of Assessment: AF=Application form I= Interview T=Test P=Presentation

| Experience/knowledge/qualifications | MOA |
|---|--------|
| Educated to degree level | AF/I |
| Demonstrate by knowledge of developing and implementing a communications strategy | AF/I/P |
| Understanding of the importance of providing organisational communications (online and offline) | AF/I |
| Experience of creating professional quality materials | AF/I |
| Experience of working with a high level of autonomy and with minimum supervision | AF/I/T |
| Excellent copywriting skills and tone adaption for varying channels | AF/I/T |
| A professional approach with good editorial skills, talented in writing and able to adapt to different groups, purposes and formats | AF/I |
| Professional, volunteer experience or an understanding of creating and publishing public-facing digital content for a website and/or social media | AF/I |
| Confident in using a range of content management systems and basic online editors | AF/I |
| Basic photography skills | AF/I |
| Basic knowledge of hosting live social media content and video production skills | AF/I |
| Experience or understanding of identifying and targeting specific audiences on social media with demonstrable understanding of tactics and tone , either socially or professionally | AF/I |
| Genuine user focus with all stakeholders in mind with the aspiration to translate the work of the school to them | AF/I/P |
| Personal qualities and attitudes | |
| Ability to converse at ease with parents/carers/students and members of the public and provide advice in accurate spoken English is essential for the post | AF/I |
| Ability to communicate in a clear and concise manner both on the telephone and face to face | AF/I/P |
| Self-assured in liaising with a broad spectrum of stakeholders by talking, via the telephone or email | AF/I/P |
| Ability to complete work to the required standards of accuracy and presentation in a timely manner | AF/I/P |
| Ability to follow instructions | AF/I/P |
| Ability to work on own initiative with minimum supervision | AF/I |
| Ability to build effective working relationships with all stakeholders including students, staff, parents/carers and alumni. | AF/I |
| Ability to work in a pressurised environment | AF/I |



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| Ability to work as part of a team | AF/I |
| Ability to organise and prioritise work | AF/I |
| Flexible approach to the duties of the post to meet the needs of the team and the school | AF/I |
| Personal commitment to continuous self-development | AF/I |
| A commitment to the vision and values of the School and an ability to enthuse others. An understanding and empathy for our distinctive Grammar School ethos | AF/I |
| Contra-indicators | |
| Criminal convictions involving offences against children | AF/I |