**Northern Education Trust**

Post: Executive Assistant

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSE’s including English and Maths | E | ✓ |  |
| 2. | Educated to degree level or equivalent | D | ✓ |  |
| 3. | Evidence of continuous professional development and training | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | PA Experience | E | ✓ | ✓ |
| 5. | High level experience of using Microsoft Office packages, databases and web technologies | E | ✓ | ✓ |
| 6. | Experience in an administrative position, including diary management and information gathering | E | ✓ | ✓ |
| 7. | Leading and managing projects | D | ✓ | ✓ |
| 8. | Experience of working in the schools sector | D | ✓ | ✓ |
| 9. | Drafting correspondence, producing reports and presentations for a variety of different audiences | E | ✓ | ✓ |
| 10. | Experience of note taking of formal meetings and providing accurate minutes | E | ✓ | ✓ |
| 11. | Experience of managing senior relationships internally and externally | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 12. | The ability to operate with absolute discretion and confidentiality at all times | E | ✓ | ✓ |
| 13. | Excellent communication skills, both verbal and written | E | ✓ | ✓ |
| 14. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 15. | Ability to build effective working relationships with colleagues at all levels | E | ✓ | ✓ |
| 16. | Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | D | ✓ | ✓ |
| 17. | Excellent organisational skills and time management including ability to multi task and manage a number of conflicting priorities | E | ✓ | ✓ |
| 18. | The ability to co-ordinate and manage projects and events | E | ✓ | ✓ |
| 19, | Excellent attention to detail and able to work accurately | E | ✓ | ✓ |
| 20. | Excellent customer service skills and ability to respond quickly as circumstances dictate | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 21. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 22. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 23. | A flexible approach and a strong work ethic | E | ✓ | ✓ |