



Person Specification

Executive Assistant

Excellence through cultivating character, sharing talents and pursuing innovation

A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the Executive Assistant sought by the Academies for Character and Excellence in the recruitment and selection process

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Category	Requirements	Essential/ Desirable
Education/ Training Evidence: Application form	Good numeracy/literacy skills – GCSE Grades A-C in English and Maths Level 2 in Business Support Level 3 Diploma in Business Administration or higher qualifications Committed to ongoing professional development Further or higher education	Essential Essential Desirable Essential Desirable
Skills and Knowledge Evidence: Application form Interview	Strong knowledge of administration activities and job content Ability to act proactively with a confident approach Ability to absorb and understand a wide range of information Excellent interpersonal skills Excellent written and oral communicator Ability to proof read documents Thorough attention to detail High level ICT skills Excellent organisational skills Ability to use initiative appropriately Ability to work under pressure Experience of working with solicitors	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable
Experience Evidence: Application form Interview References	Previous experience of working as an Admin Assistant or Personal Assistant Experience with working with a senior management team Experienced at allocating and prioritising workload effectively to gain maximum productivity Significant experience of administrative processes Experienced minute taker Ability to be pro-active and plan ahead Ability to work quickly and accurately to deadlines Experience in an admin role within the education sector	Essential Essential Essential Essential Essential Essential Essential Desirable
Personal Qualities Evidence: Application form Interview	Be a person of integrity Be able to maintain confidentiality Be able to remain impartial Have a flexible approach to working hours Be sympathetic to needs of others Have an openness to learning and change Be able to confidently address senior leaders Driving licence and ability to travel across the Trust	Essential Essential Essential Essential Essential Essential Essential
Technology and IT Skills	Competent in Microsoft office suite including Word, Excel, PowerPoint and Teams	Essential