### PERSON SPECIFICATION

**JOB TITLE: Executive Assistant to CEO**

**REPORTING TO: Chief Executive Officer**

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|  | Essential | Desirable |
| **Qualifications** | Good level of educational attainment up to A level.  5 GCSEs or equivalent. Passes in Maths and English at grade C or above. | Degree |
| **Experience** | Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure.  Able to deal with confidential matters discreetly. | Experience of working in a school.  Experience of working for a charity. |

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| Skills | Strong Microsoft Office skills (including Word and Excel).  Strong administrative and workload management skills.  Ability to compose clear and concise letters and e-mails.  Accuracy and attention to detail.  Good and pro-active communication skills.  Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts. | Flexible, proactive and self-starter in approach to work  Good initiative, enthusiasm, problem-solving approach to new challenges. |
| **Abilities** | Able to work with minimal supervision.  Able to deal with routine and sometimes mundane work such as filing and photocopying.  Ability to research information efficiently.  Literate and numerate. |  |
| Essential personal qualities | Accuracy and attention to detail.  Uses own initiative.  Good interpersonal skills.  Commitment to high standards of customer service.  Open and honest approach.  Flexible attitude.  Self motivated.  Willing to get involved in a wide range of duties.  A commitment to safeguarding and promoting the welfare of children and young people. |  |