### 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 workGood 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. |  |