

PERSON SPECIFICATION

JOB TITLE: Executive Assistant to CEO

REPORTING TO: Chief Executive Officer

	Essential	Desirable
Qualifications	<p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	Degree
Experience	<p>Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure.</p> <p>Able to deal with confidential matters discreetly.</p>	<p>Experience of working in a school.</p> <p>Experience of working for a charity.</p>
Skills	<p>Strong Microsoft Office skills (including Word and Excel).</p> <p>Strong administrative and workload management skills.</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Accuracy and attention to detail.</p> <p>Good and pro-active communication skills.</p> <p>Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts.</p>	<p>Flexible, proactive and self-starter in approach to work</p> <p>Good initiative, enthusiasm, problem-solving approach to new challenges.</p>

<p>Abilities</p>	<p>Able to work with minimal supervision.</p> <p>Able to deal with routine and sometimes mundane work such as filing and photocopying.</p> <p>Ability to research information efficiently.</p> <p>Literate and numerate.</p>	
<p>Essential personal qualities</p>	<p>Accuracy and attention to detail.</p> <p>Uses own initiative.</p> <p>Good interpersonal skills.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>Flexible attitude.</p> <p>Self motivated.</p> <p>Willing to get involved in a wide range of duties.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	