

**Executive Assistant to the Headteacher and SLT - Person Specification**

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| **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Good standard of education including literacy and numeracy at level 2 (or equivalent) or above. | √ |  | A  |
| Relevant Level 3 Qualification (or equivalent) or a willingness to work towards. | √ |  | A  |
| Experience of working in a busy administration role. | √ |  | A |
| Good working knowledge of Microsoft 365 packages including Microsoft Word, Excel, Outlook and Teams. | √ |  | A & T |
| Knowledge of databases and the ability to learn how to use new systems to record and manipulate data. | √ |  | A & T |
| Previous experience of working in a role which requires a high level of attention to detail. | √ |  | A & I |
| Experience of diary management. | √ |  | A & I |
| Experience of working confidentially, in line with data protection requirements. | √ |  | A & I |
| Experience of working in a customer focused environment, responding to customers quickly, accurately and professionally. |  | √ | A & I |
| Experience of taking accurate minutes. | √ |  | A & I |
| Experience of working in an Education setting, preferably with children and/or young people with SMEH needs |  | √ | A & I |
| **Personal and interpersonal** | **Supporting & Co-operating - Working with people**Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight. | √ |  | I |
| **Interacting & Presenting - Relating and Networking**Establishes good relationships with others; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others. | √ |  |  I  |
| **Organising & Executing - Delivering results and meeting customer expectations** Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves goals. | √ |  | I |
| **Organising & Executing - Following Instructions and Procedures**Appropriately follows instructions from others without unnecessary challenge; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role. | √ |  | I |
| **Adapting and Coping - Coping with Pressures and Setbacks**Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; responds well to feedback and learns from it. | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task