

PERSON SPECIFICATION
Executive Education Assistant

Category	Essential	Desirable
<p>QUALIFICATIONS</p> <p>GCSE English and Maths (or equivalent)</p> <p>Relevant administrative qualification or equivalent experience.</p> <p>Evidence of continuous professional development.</p>	<p>*</p> <p>*</p> <p>*</p>	
<p>EXPERIENCE</p> <p>Proven experience in an administrative role, preferably in an educational setting.</p> <p>Experience in managing complex administrative tasks and projects.</p> <p>Demonstrable experience of working in an office administration role</p> <p>Experience of a range of computer applications and a willingness to learn new systems</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p>SKILLS</p> <p>Exhibit flexibility and adaptability in managing diverse tasks.</p> <p>Be proactive in identifying and addressing administrative needs.</p> <p>Excellent organisational skills and attention to detail.</p> <p>Efficient in using IT systems, including Microsoft Office Suite.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	

Excellent communication skills, both written and verbal.	*	
Ability to work independently and as part of a team.	*	
Good interpersonal and communication skills	*	
Ability to work in an organised & methodical manner	*	
Ability to maintain resilience, understanding and positive thinking when working under pressure	*	
Ability to work accurately and meet deadlines	*	
Ability to work in a discreet and sensitive manner	*	
Ability to work independently, manage own workload and use initiative for resolving conflicting priorities	*	
Minute taking	*	
Driving Licence	*	
QUALITIES & APTITUDE		
Efficient, proactive and motivated.	*	
High level of integrity and confidentiality.	*	
Willingness to travel on occasion	*	
Ability to be an active and full member of a team	*	
Commitment to the values and ethos of the school.	*	

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