

PERSON SPECIFICATION - Personal Assistant to the Principal and Chief Executive

Criteria	Essential
Qualifications	A general level of education to A Level or equivalent standard OR relevant professional experience which has led to the acquisition of the necessary skills
Experience/Knowledge	Substantial experience of providing high-quality administrative support in a senior role
Skills/Competencies	Ability to convey information to people clearly and simply
	Substantial organisational and time-management skills in fast-paced environment
	Ability to forward plan and manage a complex and busy diary
	Excellent, administrative skills including the ability to identify administrative needs and develop and maintain appropriate systems to meet them
	Experience of managing and planning projects, conferences and events
	Ability to take accurate minutes, including being able to interpret and sum up complex discussions concisely
	Ability to draft routine correspondence and reports
	Ability to maintain accuracy and attention to detail
	Excellent interpersonal skills with the ability to deal effectively with a wide range of people
Personal Attributes	High level of personal integrity, discretion and judgement, with a proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality
	The ability to work effectively with colleagues at all levels and a wide range of senior external contacts in a high-pressure environment

	Confident and determined with the ability to work on own initiative and as a team member when required
	Ability and willingness to work flexibly to meet changing needs and priorities
	Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload
	Ability to work flexibly and occasionally out with office hours
	Complete discretion and an understanding of the need for confidentiality and GDPR
	Commitment to own learning and development
	Commitment to understand and promote equality of opportunity
	Commitment to understand and promote safeguarding
	Commitment to and understanding of Safety in the Workplace
	Good record of attendance and punctuality