

Senior Executive Assistant Person Specification

Requirement	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • GCSE Maths and English (grade C/4 or equivalent) • Significant experience as a Personal Assistant or Executive Assistant supporting senior leaders (e.g. CEO, Director level) • Experience of managing complex diaries, meetings, and travel arrangements • Experience of producing accurate, high-quality minutes and managing formal meeting processes • Experience of handling confidential and sensitive information appropriately • Experience of working independently and prioritising a varied workload 	<ul style="list-style-type: none"> • Experience working within an education setting or multi-academy trust • Experience of supporting governance or complaints processes • Experience of organising events or large meetings
Knowledge and Understanding	<ul style="list-style-type: none"> • Strong understanding of administrative systems and processes required to support senior leadership • Understanding of confidentiality, data protection, and professional boundaries • Awareness of how to support effective communication between stakeholders • Knowledge of managing processes in line with documented procedures 	<ul style="list-style-type: none"> • Knowledge of education sector structures, policies, and procedures • Understanding of statutory guidance relating to complaints handling
Skills	<ul style="list-style-type: none"> • Excellent organisational skills with the ability to prioritise and meet deadlines under pressure • Strong interpersonal skills and ability to build effective working relationships with a wide range of stakeholders 	<ul style="list-style-type: none"> • Experience of using specialist systems (e.g. complaints management or document management systems)

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including report writing and correspondence • Ability to work with a high degree of accuracy and attention to detail • Strong ICT skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint) • Ability to manage multiple tasks and adapt to changing priorities • Ability to work both independently and collaboratively as part of a team • Ability to research, analyse information, and present findings clearly 	
Personal Qualities	<ul style="list-style-type: none"> • Professional, calm, and approachable manner • Willingness to work across multiple sites if required • Highly discreet with the ability to maintain strict confidentiality • Flexible and adaptable to changing demands and priorities • Proactive, using initiative to solve problems and anticipate needs • Resilient and able to work under pressure • Strong commitment to equality, diversity, and inclusion • Positive, solution-focused attitude • Commitment to supporting the Trust's values and objectives 	<ul style="list-style-type: none"> • Commitment to ongoing professional development