



**Education South West: Teign School**  
**Personal Specification**  
**Executive Assistant to the Headteacher**  
**and Senior Leadership Team**

Attribute	Essential	Desirable	Identified by
<b>Qualifications</b>	GCSE (or equivalent) in English and Maths demonstrating strong literacy and numeracy skills required for professional communication and administrative accuracy	Recognised qualification in Business Administration	Application Form
<b>Professional Development</b>	Demonstrates a commitment to continuous professional development and willingness to undertake relevant training to support the role	Training in First Aid, governance, HR processes, or administrative best practice	Interview
<b>Communication</b>	Excellent written and verbal communication skills with the ability to adapt style for a range of audiences including staff, parents, governors and external stakeholders	Experience managing sensitive, confidential or complex communications on behalf of senior leaders	Application / Interview
<b>Organisation &amp; Time Management</b>	Highly effective organisational skills with the ability to manage complex diaries, coordinate competing priorities, and meet tight deadlines with minimal supervision	Experience organising events, meetings or large-scale school activities	Application / Interview

<b>ICT</b>	Advanced ICT skills including confident use of Microsoft Office (Outlook, Word, Excel, PowerPoint), email systems and digital document management	Experience of school MIS systems and administrative platforms	Application / Interview
<b>Administrative Expertise</b>	Proven ability to provide proactive, high-quality administrative support including preparing reports, taking accurate minutes, managing records and handling correspondence	Experience supporting senior leaders or working in an executive assistant role	Application / References
<b>Governance Support</b>	Ability to coordinate meetings, prepare agendas and documentation, and maintain accurate records in line with governance expectations and confidentiality requirements	Experience working with governing bodies or clerking arrangements	Application / Interview
<b>HR &amp; Recruitment</b>	Experience supporting recruitment processes, maintaining accurate personnel records, and handling confidential HR information appropriately	Knowledge of safer recruitment processes and maintaining the Single Central Record (SCR)	Application / Interview
<b>Problem Solving</b>	Demonstrates initiative and sound judgement to resolve issues independently, anticipate needs, and escalate appropriately when required	Experience reviewing and improving administrative systems or processes	Interview
<b>Attention to Detail</b>	Consistently high level of accuracy and attention to detail in all aspects of work including documentation, data and communication		Application / Interview
<b>Policies &amp; Compliance</b>	Clear understanding of confidentiality, data protection (GDPR), safeguarding and information security requirements relevant to working in a school environment	Working knowledge of school or Trust policies and statutory requirements	Interview
<b>Education Context</b>	Understanding of the importance of effective administrative support within a school or similar organisation	Previous experience working in a school or multi-academy trust environment	Application / Interview

<b>Professionalism</b>	Demonstrates integrity, discretion and the ability to maintain strict confidentiality at all times when dealing with sensitive information		Interview / References
<b>Interpersonal Skills</b>	Ability to establish and maintain positive, professional relationships with a wide range of stakeholders		Interview
<b>Proactivity</b>	Anticipates the needs of the Headteacher and SLT and takes initiative to support effective leadership and smooth running of operations		Interview
<b>Resilience</b>	Able to remain calm, organised and effective when working under pressure or managing competing demands		Interview
<b>Flexibility</b>	Willingness to work flexibly and adapt to the changing needs of the school and Trust		Interview
<b>Judgment</b>	Demonstrates sound judgement, understands professional boundaries, and knows when to act independently or seek guidance		Interview
<b>Commitment</b>	Strong commitment to safeguarding, equality, and supporting the wider life and ethos of the school		Interview