

PERSON SPECIFICATION
Executive Assistant, to Deputy CEO (Operations)

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy and word processing skills (GCSE Maths and English, ECDL, or equivalent).	Essential	Application Form
Ability to demonstrate previous Personal Assistant experience in a confidential, fast pace environment showing excellent organisational skills. E.g. diary management, forward planning, meeting coordination.	Essential	Supporting Statements/ Interview
Previous experience in researching data/information and production of reports and presenting the findings using a range of computer software e.g. Microsoft Word, Access, Excel and PowerPoint.	Essential	Supporting Statements/ Interview
Must be able to work flexibly, be self-motivated and pro - active. Able to work under pressure and to tight deadlines.	Essential	Supporting Statements/Interview
Ability to work as part of a team, prioritising workloads to meet competing deadlines where necessary.	Essential	Supporting Statements/ Interview
Experience of handling confidential information and an up to date knowledge of Data Protection legislation.	Essential	Interview
Excellent communication skills and an advocate of customer care ensuring that the experience of each customer is positive and satisfactory.	Essential	Supporting Statements/ Interview
Previous experience of minute taking and servicing complex meetings and committees.	Essential	Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form
Shorthand qualifications or equivalent	Desirable	Application Form/ Interview
Experience of working for a senior postholder or similar environment.	Desirable	Application Form/Interview
Have an understanding of the issues affecting Higher Education	Desirable	Application Form/ Interview

- ***Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.