### Person Specification

**Executive Assistant to President’s Office**

<table>
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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications, experience and background** | • Significant experience of assisting and supporting at Executive level within an organisation  
  • Educated to A level standard or equivalent with good numerical and literacy skills. | • Degree level education or equivalent  
  • Experience of working in an educational establishment. |
| **Specific knowledge/skills (technical)** | • First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary  
  • Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook  
  • Excellent written communication skills and command of the English language to draft letters, briefing notes etc. and high attention to detail  
  • Excellent interpersonal skills and the confidence to deal with people at every level  
  • Friendly approach and high level of customer service as ‘ambassador’ for President’s Office/College  
  • Ability to carry out research using appropriate methods including the internet  
  • Ability to manage a demanding workload and work under pressure to meet deadlines | • Project Management experience  
  • Project management software experience  
  • Event management experience |
| **Personal attributes** | • Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts  
  • Confident and proactive with the ability to work using own initiative and judgement  
  • Interest and willingness to engage in all the areas of responsibility of the President’s Office and across the College  
  • Commitment to continuous professional development and ability to learn new skills quickly | |
| **Team and management skills** | • Ability to take own initiative as appropriate and also to work as a member of a team  
  • Willingness to work flexibly to meet the demands of the role to include some evening and weekend working | |
| **Other** | • Willingness to adopt a flexible and collaborative approach to tasks |