# PERSON SPECIFICATION

**PA to Bursar and Operations and Estates Director**

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<tr>
<th>ESSENTIAL</th>
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| **Qualifications and experience** | • Significant senior administrative experience including minute taking and diary management  
• Educated to A level standard or equivalent with good numerical, IT, and literacy skills  
• Good working knowledge of general office procedures  
• Experience of working with data of a confidential and sensitive nature | • Degree level education or equivalent  
• Experience of working in an educational establishment and campus environment |
| **Specific knowledge and 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, Outlook and Teams  
• Experience of drafting briefings, presentations and other high level correspondence to internal and external customers  
• Excellent written communication skills and command of the English language including the ability to draft letters, briefing notes etc. with high attention to detail  
• Excellent interpersonal skills and the confidence to deal with people at every level  
• Understanding of budget management and working with financial data  
• Demonstrable experience of working with databases  
• Ability to learn and develop knowledge of any/all relevant systems used within the organisation  
• Ability to act as project officer for some corporate projects and to manage smaller projects, undertaking research and analysis as required  
• Able to discern, act with discretion and maintain confidentiality  
• Ability to manage a demanding workload and work under pressure to meet deadlines | • Project management software experience  
• Project management experience |
| **Personal attributes** | • Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts  
• Personable, confident and proactive with the ability to work using own initiative and with good judgement  
• Interest and willingness to engage in all the areas of responsibility and across the College  
• Commitment to continuous professional development and ability to learn new skills quickly  
• Resilience and the ability to cope with pressure  
• Excellent interpersonal skills and customer care skills, including negotiation skills |
| Team skills | Ability to take own initiative as appropriate while also able to work fluently as a member of a team  
Willingness to work flexibly to meet the demands of the role to include some evening and weekend working |
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<td>Other</td>
<td>Willingness to adopt a flexible and collaborative approach to tasks</td>
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