



### PERSON SPECIFICATION

**Job Title:** Executive PA

**Grade:** Grade 5

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's grade C or above in English and Maths or equivalent</li> <li>Recognised qualification in Business or Administration</li> <li>Or equivalent level of qualification or significant equivalent previous experience in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Full UK driving licence and own transport</li> </ul>	Application Form Certificate Check Test
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 4 years' experience as a PA/Secretary.</li> <li>Experience of managing multiple diaries</li> <li>Experience of arranging/coordinating meetings and events</li> <li>Ability to take accurate meeting minutes</li> <li>Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Clerking experience</li> </ul>	Application Form Interview Test
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Produce documentation to a high standard with meticulous attention to detail</li> <li>Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing</li> <li>Work with minimum supervision</li> <li>Respect confidentiality and the sensitive nature of working within a school environment</li> <li>Flexible and well organised approach to work and able to prioritise workload</li> <li>To work with frequent interruptions</li> <li>Work calmly under pressure and to tight deadlines</li> <li>Work using own initiative and also as part of a team</li> <li>Able to work flexibly and to attend meetings and INSET days, as required</li> </ul>	<ul style="list-style-type: none"> <li>Proactive approach to training and development</li> <li>Able to record, interpret and present data in formats such as Word and Excel</li> </ul>	Application Form Interview Test
<b>Other</b>	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure



FINHAM PARK  
MULTI ACADEMY TRUST