

Personal Assistant to the CEO / Trust Administrator – Person Specification

Qualifications	Essential	Desirable
At least Grade C/4 in English and Maths at GCSE or equivalent.	✓	
Proof reading/copy editing qualification or skills.		✓
Experience		
Relevant administrative management experience.	✓	
Experience of working in education and preferably a multi-academy trust and ability to understand an educational environment.		✓
Skills		
Ability to maintain strictest confidentiality.	✓	
Proven project management skills and the ability to work confidently to tight deadlines and prioritise effectively.	✓	
Accurate and fluent written communication.	✓	
Excellent interpersonal skills and capable of forming strong relationships with all members of the Trust community.	✓	
Ability to use initiative in problem solving.	✓	
High level of computer literacy, including familiarity with Microsoft Office applications, Management Information Systems such as Arbor and SIMS, web content management systems and cloud-based computing.	✓	
Other		
Comfortable with being a “public face” of the Trust, greeting visitors and communicating with the local community and beyond.	✓	
Committed to his or her own personal development and willing to learn new skills, with the ability to listen, learn and continually improve performance.	✓	
Willing and enthusiastic to take on new challenges and develop own role.	✓	
Willingness to be flexible in providing support in a fast-moving environment.	✓	