



Person Specification

Post: Executive Assistant AAAE 5335

Salary Scale: Grade 7, Cheshire East Council NJC Pay Structure

		Essential	Desirable
Qualifications	Educated to A level or equivalent A qualification in English and Mathematics equivalent to at least GCSE grade 4 or above.	√	
Knowledge & Experience	Advanced knowledge of Word, Excel, Powerpoint, Outlook and Teams. Retrieval of information; production of letters or emails and experience in mail merge.	√	
	Knowledge of Management Information Software - Sims		√
	Awareness of data protection legislation (GDPR)	√	
	Appreciation of the legal and regulatory obligations on schools.		√
	Experience of managing confidential information.	√	
	Responsibility for monitoring compliance with legal and regulatory obligations in a school, local authority or commercial setting.		√
	Use of databases.		√
Skills	Organisational, office administration, secretarial and supervisory skills.	√	
	Good communications skills both face to face and over the telephone	√	
	Problem solving: prompt response to visitors, telephone calls and other interruptions	√	
	Flexibility/adaptability to move from one task to another at short notice and to deal with interruptions	√	
	Ability to read, interpret and condense documents	√	
	Ability to research and analyse information	√	
	Persuasion/ability to deal with conflict	√	
Personal Qualities	Good working relationships with colleagues	√	
	Pro-active and self-motivated	√	
	A good attendance record with stamina and capacity for hard work	√	
	Flexible and adaptable	√	