

PERSON SPECIFICATION
Personal Assistant to Head of School – Sport & Exercise Science

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Previous experience working in an administrative role, ideally providing support at senior management level, including diary management.	Essential	Application Form / Supporting Statement
2. A positive and enthusiastic attitude, with the ability to keep calm under pressure.	Essential	Supporting Statement / Interview
3. Ability to use initiative and willingness to embrace the opportunity to improve processes within the PAS Team.	Essential	Supporting Statement / Interview
4. Willingness to take ownership of workload, communicating progress with colleagues as necessary and working independently without supervision where appropriate.	Essential	Supporting Statement / Interview
5. A strong team player, with a flexible approach to work and willingness to support colleagues/team members when necessary.	Essential	Interview
6. Good organisational and prioritisation skills to manage a varied workload and meet deadlines.	Essential	Supporting Statement / Interview
7. A high level of attention to detail demonstrated when performing administrative tasks and liaising with internal and external contacts.	Essential	Supporting Statement / Interview
8. Excellent communication skills, both oral and written, including the ability to act with tact and diplomacy, whilst understanding the importance of being able to observe confidentiality.	Essential	Interview
9. Ability to organise meetings, make arrangements for catering bookings and organise requirements for external visitors.	Essential	Supporting Statement / Interview
10. Ability to take minutes in meetings.	Essential	Interview
11. Ability to deal with confidential and sensitive issues in a discreet, tactful and effective manner.	Essential	Supporting Statement / Interview
12. Good IT skills with experience and competence in the use of Microsoft Office 365, specifically Outlook, SharePoint, Teams, Excel and PowerPoint.	Essential	Interview
13. Experience of working in an educational environment.	Desirable	Application Form

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.



- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency based interview questions, tests, work-related exercise, presentation or teaching session etc.