



Sandringham School/Alban Academies Trust Person Specification



Position: Executive Assistant to Headteacher at Sandringham School/CEO AAT

Essential and <i>desirable</i>	
Education and Qualifications	<ul style="list-style-type: none">• Education to degree level (or equivalent)• <i>Further professional development in areas of leadership and management</i>
Personal Qualities	<ul style="list-style-type: none">• Ability to inspire and motivate• High expectations and aspirations for everyone• Commitment, and attention to detail• Sense of humour, presence, drive and flexibility• Excellent communication and interpersonal skills• Resilience and relentless energy• Excellent organisational skills and ability to meet deadlines under pressure• Outstanding ambassador for the school
Strategic skills	<ul style="list-style-type: none">• Ability to think analytically and contribute strategically• Clear and focused – understanding of schools context and priorities for delivery• <u>Able to work independently and lead work when necessary.</u>
IT skills	<ul style="list-style-type: none">• Fluent in the use of relevant IT software – Word, Excel, PowerPoint to produce high-quality documentation and presentation material.• Ability to manage document storage in a logical fashion and keep materials tidy and up to date.
Additional requirements	<ul style="list-style-type: none">• Commitment to continuous improvement• Commitment to meeting the needs of all students• Ability and willingness to work flexibly to meet school needs• Ability to work independently and as part of a team• Approachable and sensitive to the needs of others• Openness and willingness to address and discuss relevant issues• Knowledge and understanding of safeguarding issues
Philosophy	<ul style="list-style-type: none">• Commitment to a non-selective co-educational environment