



RADLEY

An aerial photograph of the Radley School campus. The school buildings, constructed of red brick with dark roofs, are nestled among lush green lawns and mature trees. In the background, a large, well-maintained golf course stretches across the landscape under a clear blue sky with scattered clouds. The overall scene is one of a prestigious, verdant educational institution.

Executive Assistant Person Specification

	Essential	Ideal
Education	GCSE English & Maths or equivalent.	Graduate.
Experience	Secretarial experience at board level.	Experience within a school environment.
	Knowledge of safeguarding policies and procedures.	Previous experience working in a safeguarding or school environment.
		Understanding of safeguarding legislation.
<u>Personal Attributes:</u>		
Motivation	Proactive approach. Takes responsibility and ownership for issues and problems.	Personal interests and values are congruent with those of the school.
Drive	Is energetic and enthusiastic. Flexible in approach - can adapt personal style and	Identifies and confronts obstacles to personal and team performance.
Intellect	Gathers facts and analyses situations in accurate and organised fashion. Pre-empts possible problems, thinks ahead.	Quick to grasp and understand issues and suggests solutions to work-related issues and situations.
	Keen eye for detail.	
Credibility & Communication	High level of discretion, confidentiality and professionalism.	
	Has positive personal impact with colleagues and presents professional image for the school.	
	Excellent verbal and written communication skills.	
	Able to deal with difficult people in a calm and measured way.	
Resilience	Prioritises conflicting demands.	
	Ability to work speedily, accurately and well under pressure.	
	Can balance normal workflow and demands without disruption to team members.	

<u>Business Attributes:</u>		
Technical	Can use all appropriate office and IT systems efficiently.	Proficient google suite user.
	Builds trust through delivery of good quality, timely work.	
	Efficient note/minute taker.	
	Takes effective control of tasks and their resourcing.	
Teamwork		Encourages teamwork in others.
Organisation	Manages own time and completes multiple tasks/ assignments with potentially competing deadlines.	
Other	IT literate – Google/MS Office	
	Fast and accurate typing skills.	