



### PERSON SPECIFICATION: Executive Assistant to the Principal

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Qualifications/Experience</b>			
Proven experience as an Executive Assistant or senior PA, ideally supporting a Principal, CEO, or equivalent role	X		Application
Experience in the education sector		X	Application, Interview
Experience support governance or board-level activity		X	Application, Interview
Experience contributing to digital or administrative innovation		X	Application, Interview
<b>Skills and Knowledge</b>			
Exceptional organisational and time-management skills	X		Application, Interview
Excellent written and verbal communication skills	X		Application, Interview
Demonstrable ability to manage competing priorities in a fast-paced environment	X		Application, Interview
High level of discretion, integrity and professionalism	X		Application, Interview
Advanced IT and digital skills including use of AI technologies, with strong experience of Microsoft Office 365	X		Interview
Confidence and curiosity in using new technologies, including AI tools, to improve effectiveness	X		Interview
Professional and proactive with the ability to manage confidential information with discretion and integrity.	X		
<b>Flexibility and Teamwork</b>			
Team player with an ability to maintain effective working relationships with a wide range of stakeholders	X		Application, Interview
Willingness to work flexibly for the needs of the College, whilst maintaining an eye to key deadlines.	X		Application, interview
<b>Interpersonal Skills and Communication</b>			
Proactive, highly organised and solution focused	X		Application, Interview
Calm, resilient, adaptable with a sense of humour	X		Interview
Forward thinking with a willingness to embrace change	X		Interview
Professional, approachable and confident with senior stakeholders	X		Interview

Able to work independently while contributing positively to a leadership team	X		Interview
Resilience and ability to manage stress levels under pressure whilst remaining professionally detached.	X		Application, Interview
<b>Mission and Ethos</b>			
Demonstrate commitment to the College Mission, equal opportunities, customer care and quality assurance	X		Interview

Date: May 2026