**THE ASCENT ACADEMIES TRUST**

**PERSON SPECIFICATION**

**GOVERNANCE SUPPORT/PA to CEO**

|  |  |
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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | **Criteria****No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | 5 x GCSE A\*- C or equivalent, including Maths and English (evidence will be required) | ApplicationCertificate | D1 | Evidence of continued commitment to personal professional development | Application |
|  | E2 | Qualifications at A Level or above (evidence will be required) | ApplicationCertificate |  |  |  |
| **Experience & Knowledge** | E3  | Minimum of 3 years’ experience in a business role | ApplicationInterview | D2 | Previous experience of working in a school/ academy environment | Application |
|  | E4 | Experience of minuting meetings and following up on decisions made | ApplicationReferenceInterview |  |  |  |
|  | E5 | Knowledge of key policies relating to governance of academies in Multi Academy Trusts | ApplicationInterview |  |  |  |
|  | E6 | Experience of using computerised packages, including databases, producing booklets etc | ApplicationInterview |  |  |  |
|  | E7 | Experience of producing high quality information and reports | ApplicationInterview |  |  |  |
| **Skills** | E8 | Ability to communicate at all levels both verbally and written | ApplicationReferenceInterview |  |  |  |
|  | E9 | Highly developed organisational skills managing time well to meet competing priorities | ApplicationReferenceInterview |  |  |  |
|  | E10 | Ability to apply knowledge and skills across a range of settings | ApplicationInterview |  |  |  |
|  | E11 | Ability to deal with high pressured situations, possessing strategies for dealing with such situations | ReferenceInterview |  |  |  |
| **Personal** **Attributes** | E12 | Self motivated and be able to work on your own initiative | ReferenceInterview |  |  |  |
|  | E13 | Dynamic, visionary and enthusiastic | Interview |  |  |  |
|  | E14 | Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions | ApplicationInterview |  |  |  |
|  | E15 | Be able to self-evaluate learning needs and actively seek learning opportunities | ApplicationInterview |  |  |  |
|  | E16 | Possess integrity and the ability to maintain strict confidentiality | ReferenceInterview |  |  |  |
| **Special Requirements** | E17 | Ability to work flexibly to meet the demands of the post | ApplicationInterview |  |  |  |