



WESTMINSTER SCHOOL

Executive Assistant to the Bursar – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Educated to degree standard in any discipline, or equivalent professional experience.	Yes	
	OCR (RSA) 2 or 3 in Typewriting	Yes	
	Shorthand or speedwriting course		Yes
Knowledge/Experience	Experience of working as a PA/Executive Assistant at Executive level	Yes	
	Knowledge of personal finance that can be applied when assisting with bursary applications	Yes	
	Experience of working within the education or charity sector		Yes
	Experience with project software such as MS Project, and with a diagram tool such as Visio or Lucidchart.		Yes
	An understanding and empathy for the ethos and objectives of the Charity, including the Schools, and the bursary foundations.	Yes	
	An awareness of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team, building excellent working relationships to make things happen.	Yes	

Excellent I.T. skills, in particular Word, Excel, Databases and PowerPoint to intermediate level.	Yes	
Methodical and thorough approach to work with experience of creating, documenting and implementing a range of organisational systems and processes.	Yes	
Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment.	Yes	
High level of attention to detail.	Yes	
Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation, including Governors and Senior Management as well as parents	Yes	
Socially and emotionally intelligent, with the ability to engage constructively and sensitively with people.	Yes	

Organisation Chart - Bursar & Chief Operating Officer and her senior team

