

**Executive and Governance Administrator  
Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	HND level or equivalent in Business Administration or similar.	Evidence of appropriate CPD.	Application Form
<b>Experience</b>	<p>Developing and delivering systems, policies and processes to support Governance compliance.</p> <p>Managing administrative processes and delivering a high-quality service within a similar environment.</p> <p>Producing agendas, collating and distributing meeting papers and recording meetings, producing minutes to the highest standard.</p> <p>Administrative/secretariat processes.</p>	Supporting a Board of Management or similar.	Application Form and Interview

<p><b>Skills/ Knowledge</b></p>	<p>The requirements of providing high-level executive support to a Principal/Chief Executive.</p> <p>Effective verbal skills and high level of written skills.</p> <p>Ability to manage systems and processes and undertake complex diary management.</p> <p>Ability to work under pressure and independently with limited supervision.</p> <p>Use of own initiative.</p> <p>Ability to maintain and develop a complex array of working relationships with internal and external stakeholders.</p> <p>Ability to make routine decisions and handle and diffuse a complex array of situations in terms of complaints, staffing matters and dissatisfied stakeholders.</p> <p>Ability to anticipate workload, forward plan, organise and deliver to deadlines within resources available and to impeccable standard.</p> <p>Excellent IT skills including proficiency in Microsoft Outlook, Word and Excel.</p>	<p>The various demands of holding such a role particularly within the education sector.</p> <p>The operations and requirements of a Board of Management and its Standing Committees.</p>	<p>Application Form and Interview</p>
<p><b>Other</b></p>	<p>Able and willing to work flexibly including evenings and/or weekends.</p>		<p>Application Form and Interview</p>