

Sheffield City Trust
Person Specification



Job Title: Personal Assistant to the Chief Executive

Selection Criteria:

| CRITERIA | STANDARD | ESSENTIAL/ DESIRABLE | MEASURED BY |
|------------------------|--|-------------------------|-----------------------|
| Work Experience | | | |
| | Director/Senior manager level PA | E | CV and interview |
| | Prioritising and organizing multiple deadlines/ tasks | E | Interview/observation |
| | Managing and developing people | D | Interview |
| | Board level minute taking | D | Evidence/interview |
| | Booking Executive travel and accommodation | E | Interview |
| Knowledge | | | |
| | Word/Excel/Powerpoint/Outlook/ | E | Interview |
| | | | |
| Skills | | | |
| | Using initiative | E | Interview |
| | Effective written and verbal communicator | E | Interview |
| | Accurate keyboard skills/ document production/formatting | E | Practical test |
| | Maintaining confidentiality | E | Interview |
| | Using discretion | E | Interview |
| | Behaving assertively | E | Interview |
| | Effective time management | E | Interview |