

Pioneer Educational Trust Person specification: Executive Assistant (Governance & Compliance Professional)			
Section	Essential Criteria	Desirable Criteria	Assessed by
Education & Qualifications	GCSE (or equivalent) at grade 4/C or above in English and Maths (Level 2)	Level 3 or above in business administration, governance or a related field, or a degree	Application form; certificates checked at interview
	A relevant governance professional qualification, or a commitment to securing one within an agreed timeframe	Holds a recognised governance professional qualification (e.g. Chartered Governance Institute)	Application form; interview
	Evidence of continuing professional development (CPD)		Application form; interview
Experience	Significant experience as an Executive Assistant, PA or similar at senior level, including diary management and anticipating the needs of senior leaders	Experience as EA to a CEO, Chief Executive or Chair	Application form; interview; in-tray exercise
	Experience of providing governance support and advice to a board, committees or senior leaders	Experience of clerking or company secretarial work	Application form; interview; governance exercise
	Experience of planning and coordinating projects or initiatives, and of managing a calendar of competing deadlines	Experience of working in an educational setting, ideally a multi-academy trust	Application form; interview; strategic calendar exercise
	Experience of handling confidential and sensitive information with discretion and sound judgement	Experience of managing outsourced providers or suppliers	Application form; interview
Knowledge	Up-to-date knowledge of good governance practice in academy trusts, including the Academy Trust Handbook, the Academy Trust Governance Guide and the Academy Trust Governance Code	Understanding of multi-academy trust governance structures, including schemes of delegation and Local Committees	Application form; interview; governance exercise
	Working knowledge of compliance requirements for schools and trusts, including DfE statutory publishing requirements, data protection (UK GDPR) and safeguarding (Keeping Children Safe in Education) as it applies to governance	Understanding of company and charity law as it applies to academy trusts	Application form; interview; governance exercise
Skills	Excellent written communication, including drafting accurate, well-pitched communications on behalf of senior leaders that reflect an organisation's mission, vision and values		Communications exercise; application form

	Able to communicate complex information concisely, orally and in writing, to a wide range of individuals and organisations		Interview; selection exercises
	Highly organised and systems-led, with meticulous attention to detail; able to prioritise, plan and deliver effective outcomes within tight deadlines and conflicting priorities		In-tray exercise; strategic calendar exercise; interview
	Able to organise work independently and in collaboration with other agencies, and to make balanced, impartial judgements and decisions		Interview
	Competent use of Microsoft 365 (Word, Outlook, Excel and PowerPoint), including SharePoint, and other IT/MIS systems	Able to interrogate, analyse and report on data; experience of governance or compliance management software	Application form; selection exercises
Professional behaviours	Manages up with confidence: anticipates the needs of the CEO and senior leaders, takes ownership and follows through reliably		Interview; CEO scenario
	Demonstrates integrity, credibility and absolute discretion, acting within the Nolan Principles		Interview; CEO scenario
	Shows resilience and grit: remains calm, positive and effective under pressure and in the face of challenge		Interview; selection exercises
	Builds warm, trusted relationships at every level, from trustees to school leaders, with credibility and presence		Interview; headteacher conversation
	Prepared to work flexibly, including some availability outside normal working hours, to fulfil the duties of the post in accordance with the needs of Pioneer		Application form; interview
	Commitment to the highest standards of child protection, with an understanding of safeguarding responsibilities, a commitment to follow Pioneer's safeguarding policies, and a commitment to the Trust's ethos, aims and whole community		Application form; interview; safer recruitment checks
	Promotes and embeds equality, diversity, inclusion and belonging as an integral aspect of working		Application form; interview