

Sample person specification

Skills, Knowledge and Experience

- Significant experience of providing support at Board level (minimum 5 years)
- Significant experience of managing multiple high-level diaries
- Commercially aware
- Able to create written material with flair
- Excellent verbal skills i.e. face to face, telephone and video conferencing
- Numeracy skills
- Able to organise, plan and prioritise tasks
- Experience of booking national and international travel and accommodation
- Proficient in using Microsoft or Apple software
- Excellent typing and transcription skills
- 5 GCSE's or equivalent

Characteristics

- Passionate about customer service
- Common sense approach and good judgement
- Calm approach to changing priorities
- High levels of integrity
- Good interpersonal skills
- Communicates clearly and competently
- Able to listen actively
- Dependable
- Accountable
- Able to work without supervision and capable of using own initiative
- Flexible and motivated team member
- Approachable and cooperative
- Tenacious and resilient
- Quick and enthusiastic learner
- Drive to achieve results
- Willingness to learn and develop new skills

General

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- Desire for Kaleidoscope to be successful
- Has own office facilities – printer & scanner, professional space, computer & software, business phone line, transcription tools
- Available for work Monday to Friday on a flexible and part-time basis