

# South Downs Leisure

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## PERSON SPECIFICATION – Executive Assistant (part-time)

### Information for applicants:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below.

In line with the 2 ticks Government scheme, applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance i.e. score of 2 multiplied by 3 = 6.

Key:

A – Application form    C – Certificates    I – Interview    PA – Practical Assessment

\* weighting scale:    1: High Importance    2: Medium Importance    3: Low Importance

Criteria	Weighting	How Assessed (see key above)
<b>Education / Qualifications</b> 1. GCSE Maths and English grade C or above (or equivalent qualification)	1	C
<b>Knowledge</b> 1. Basic understanding of Leisure Facility workings 2. Proven experience in a PA/EA/secretarial role at senior management level.	2 1	A, I A, I
<b>Communication</b> 1. Effective communication skills to deal with colleagues and public 2. Strong Team working skills	1 2	I I
<b>Specialist Knowledge</b> 1. ICT skills: Basic skills for emails, word processing and excel in Microsoft Office.	2	A,I
<b>Skills and Abilities</b> 1. Able to prioritise own workload 2. Accuracy and attention to detail 3. Ability to minute and record accurately 4. Effective communicator both spoken and written word	2 1 1	I A,I A,I



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[www.southdownsleisure.co.uk](http://www.southdownsleisure.co.uk)

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<b>Other</b> <ol style="list-style-type: none"><li>1. Able to adapt to working in a number of different functions</li><li>2. Must be willing to take on additional training as required</li><li>3. Able to work across sites as needed by the role</li></ol>		
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