



PERSON SPECIFICATION

POST TITLE: School Secretary

| Attributes | Essential | Desirable |
|--------------------------------------|--|---|
| Education/ qualifications | <p>Educated to GCSE level with Maths and English at Grades A*-C or equivalent</p> <p>Word Processing/ Secretarial Skills</p> | <p>Professional qualification in Word Processing/ Secretarial Skills</p> |
| Experience | <p>Experience of undertaking a range of administrative tasks</p> <p>Experience in school administration, parent communication and using a Management Information System (MIS)</p> <p>Good working knowledge of Microsoft Office, in particular e-mails, calendar and Word</p> | <p>Previous experience of producing newsletters or similar publications</p> |
| Skills/Knowledge/Aptitude | <p>Good interpersonal skills</p> <p>Good standard of ICT skills</p> <p>Good organisational skills</p> <p>Ability to solve problems on a day to day basis</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to cope with conflicting demands, deadlines and</p> | |

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|---------------------------|--|---|
| | <p>interruptions</p> <p>Empathy with children and young people</p> | |
| Personal Qualities | <p>Understanding of confidentiality in schools</p> <p>Organised, attention to detail</p> <p>Team worker</p> <p>Flexible</p> <p>Willingness to learn new skills and undertake further training as appropriate</p> | |
| Other | <p>Willingness to undertake First Aid training</p> <p>Awareness of safeguarding in a school environments</p> | <p>Current First Aid Certificate</p> <p>Current Safeguarding/Prevent training</p> |