



PERSON SPECIFICATION – School Secretary (with reception & attendance duties)

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience	Admin or IT related qualifications at level 3 Typing and word processing certificates	Application Certificates
Skills and Experience	Good standard of practical knowledge, skills and experience of working in an office environment A practical working knowledge IT applications, inclusive of word, pages, excel and powerpoint Excellent customer service and communication skills Experience of working within a school or similar environment	Experienced school secretary / administrator Experience of using SIMS / Scholar Pack / Arbor	Application Interview Assessment
Specialist Knowledge and Skills	Able & confident in the use of IT – word, excel, outlook – with great typing and word processing skills Knowledge of book keeping and maintaining accounts Good oral & written skills Strong organisational skills Minute-taking skills High level of accuracy and attention to detail Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Financial accounts experience Experience of absence / attendance management	Application Interview Assessment
Behaviours and Values	Confident, proactive & self-motivated with a high level of initiative Demonstrate an ability to cope with stressful / conflict situations		Application Interview Assessment

	<p>Able to hold challenging conversations and maintain a calm manner at all times</p> <p>Ability to maintain positive, nurturing relationships with staff, parents and children</p> <p>Excellent organisational and interpersonal skills to include filing both paper and electronically</p> <p>Ability to follow all school policies</p> <p>Enthusiastic, hardworking and committed</p> <p>Integrity & Sensitivity</p> <p>Discretion & Confidentiality</p> <p>Kindness & Empathy</p> <p>Flexibility & Sense of Humour</p> <p>Willingness to learn and adapt to embrace new change initiatives</p>		
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The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.