

School Secretary Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Good standard of education level</p> <p>Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent.</p>	Administration/Secretarial qualification
Experience	<p>Must have experience of working within a school based environment.</p> <p>General administration and secretarial skills are essential.</p>	Previous experience of working with young people and their families is desirable.
Communication	Ability to communicate clearly and concisely both verbally and in writing to pupils, colleagues and parents. Must have good telephone manner.	
Skills and Abilities	<p>To take personal responsibility for organising the day-to-day workload</p> <p>To work effectively and supportively as a member of school team member</p> <p>To be able to use your own initiative to solve problems and respond proactively to unexpected circumstances</p> <p>To show sensitivity and objectivity in dealing with confidential issues</p> <p>To convey information clearly and accurately orally and in writing to a range of stakeholders</p> <p>To work in an organised and methodical manner and maintain accurate records.</p>	<p>Qualified to 1st Aid at Work Level</p> <p>To contribute to the overall development of the school</p>

	<p>To be able to plan, prioritise and meet deadlines</p> <p>To be adaptable, co-operative and a personable team player.</p> <p>An ability to work as part of a management team</p> <p>Flexibility to work in a diversity of tasks and attention to detail</p> <p>Willingness to learn new programmes as appropriate</p>	
Knowledge	<p>Demonstrate a basic understanding of the day-to-day work of the school</p> <p>Demonstrate a good understanding of the application of the schools' Admissions Policy</p> <p>Knowledge of a range of computer applications- including Word, Excel, PowerPoint, Outlook</p> <p>Demonstrate an understating of confidentiality, data protection and safeguarding legislations</p> <p>Good written and oral communication skills</p>	
ICT Skills	<p>High standard of MS Office and general ICT skills is required including Emails and Excel.</p> <p>Highly proficient and skilled in a range of ICT</p> <p>Good understanding of managing finance and invoicing</p>	
Attitudes	<p>Approachable</p> <p>To enjoy children's company and enjoy working with them</p> <p>Determined and focused</p> <p>Willingness to learn and to adapt</p>	

