



The Charvil Piggott Primary School

School Secretary

Person Specification

- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Education to degree level preferred but not essential
- Knowledge of SIMS packages and / or willingness to be trained in their use
- Excellent communication skills
- Accurate written communication skills
- Calm, courteous and reassuring telephone and interpersonal manner
- Strong organisational skills, able to prioritise workload
- Ability to identify visitors' needs quickly and deal with queries which may be routine or which may involve dealing with complaints and difficult situations
- Able to use the suite of Microsoft Office applications with competent keyboard skills
- Able to work independently but also as part of a team
- Present a smart and professional front of house image

Personal Qualities

- Sense of humour
- Patience
- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

March 2024