



Person Specification: School Secretary

February 2018

	Essential	Desirable
Qualifications and Experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• experience of working in an administrative/PA/office role• excellent secretarial skills• a good general level of education to a minimum of A level or equivalent• exceptional spoken and written English• advanced ICT skills and proficiency using Microsoft Office including Word, Excel and Outlook.	<p>The successful candidate is likely to have:</p> <ul style="list-style-type: none">• experience of working in a School• experience of managing staff• a Graduate level qualification or above• an awareness of School database (e.g. Simms or FileMaker)• experience of using Adobe packages (e.g. Photoshop, InDesign)• an awareness of policies and procedures relating to safeguarding, health, safety and security and of other relevant legislation• be a First Aider (or be willing to undertake training)• be a Fire Marshal (or be willing to undertake training)• be conversant with Safeguarding and Child Protection policies (or be willing to undertake training)• experience of safeguarding confidential information and personal data
Personal Qualities and Skills	<p>The post requires a variety of skills. The successful candidate will:</p> <ul style="list-style-type: none">• be a person who enjoys working in a busy school environment• be a patient individual capable of exercising tact, nuance and diplomacy• be trustworthy, reliable and honest• be meticulously well organised and accurate• be good natured, calm, kind, empathetic, energetic and adaptable;• have excellent interpersonal skills with the ability to communicate effectively orally and in writing• demonstrate excellent organisational skills• be able to prioritise, multi task and work under pressure• have excellent attention to detail and be adept at proof reading• have an excellent telephone manner• demonstrate flexibility undertaking other administrative office duties as required• be able to work autonomously and with initiative• accept and respond to authority and supervision.	