



Person Specification for ADMINISTRATIVE SECRETARY

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal Characteristics	Essential	Desirable
A clear understanding of how to engage with school data and systems	✓	
Positive and professional approach to children of all ages	✓	
An ability to cope with pressure and demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and still be able to meet deadlines whilst producing work that is accurate and with a high level of numeracy	✓	
Able to demonstrate being articulate, presentable, co-operative, reliable, customer responsive with excellent communication skills both on phone and in person that allows effective communication with parents, students and staff in a variety of ways	✓	
An understanding and commitment to equality of opportunity for all	✓	
An understanding of, and a commitment to the ethos of the school as a community and concern for the reputation of the school		✓
Excellent administrative abilities together with a proactive approach	✓	
Tact, discretion & diplomacy	✓	
Enthusiasm, warmth and sensitivity		✓
Understands their role in the context of safeguarding children, young people and vulnerable adults and able to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

Qualifications and Training	Essential	Desirable
Good level of education, at least up to A level standard (or equivalent) and including GCSE grade C and above in English Language and Maths (or equivalent)	✓	
Courses of further study relevant to the post		✓
Excellent ICT skills including Microsoft Office software and databases	✓	
Hold a recognised IT qualification such as Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL)		✓

Previous Experience	Essential	Desirable
Database experience	✓	
Experience of using graphic design software to produce high quality resources		✓
Experience of a strongly administrative role	✓	
Experience of working within a small team	✓	

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that the school's Child Protection Policy is available on the website and should be read by all applicants for this post.