



PERSON SPECIFICATION School Secretary/Receptionist

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to GCSE standard, or equivalent	<ul style="list-style-type: none">• Secretarial or administrative qualification• First Aid Training
EXPERIENCE	<ul style="list-style-type: none">• Experienced secretary/administration• Experience of dealing with people in a client facing environment• Experience of team working	<ul style="list-style-type: none">• Experience in a school would be an advantage
KNOWLEDGE and UNDERSTANDING	<ul style="list-style-type: none">• Understanding the service ethic	<ul style="list-style-type: none">• An awareness of Safeguarding Children in Schools
SKILLS AND APTITUDES, COMMUNICATION	<ul style="list-style-type: none">• Excellent spoken and written English• Good interpersonal skills• Able and confident in the use of Microsoft Office software, to include Word, Excel and Outlook.• Well-organised with effective time management	<ul style="list-style-type: none">• Experience of database management• Aptitude for paying meticulous attention to detail• Ability to multi-task and move from task to another in quick succession
DISPOSITION	<ul style="list-style-type: none">• Discretion and the ability to maintain confidentiality on all matters• A flexible approach to the tasks within the role and the requirements of the School• A team player• The capacity to remain calm under pressure• Enthusiasm and willingness to learn new skills	<ul style="list-style-type: none">• Pro-active and self-motivated with a high level of initiative• Inquisitive, collaborative and thorough• A wiliness to learn and adapt and ready to embrace new change initiatives