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Description automatically generated**

Person Specification: School Secretary and Receptionist

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education/Qualifications** |  |  |
| * A good level of general education – A level or equivalent | X |  |
| * Training in use of MS Office |  | X |
| **Experience** |  |  |
| * Within a School office |  | X |
| * Administration work | X |  |
| **Skills, Aptitudes, Attributes** | **Essential** | **Desirable** |
| * Very well organized, able to plan and prioritise effectively | X |  |
| * Excellent attention to detail and ensures tasks are completed | X |  |
| * Articulate and well-spoken, able to communicate clearly, appropriately and effectively, both in person and in writing | X |  |
| * Confident with MS Office applications, Outlook, Word and Excel in particular | X |  |
| * Confident with using database reports for administrative purposes (reports from iSAMS converted into Excel) | X |  |
| * Excellent interpersonal skills | X |  |
| * Ability to work proactively and on own initiative | x |  |
| * Resilience and energy: able to handle a busy and workload, flexible and adaptable, calm under pressure. | x |  |
| * Professional approach at all times | X |  |
| * Calm manner | X |  |
| * Strong teamwork skills, understands when to escalate issues and consult with others. | X |  |
| * Honesty, integrity and discretion | x |  |
| * Flexible, adaptable and pragmatic | x |  |
| * Smart and professional appearance | x |  |
| **Knowledge and other** |  |  |
| * Knowledge of iSAMS |  | X |
| * Understanding of the private school environment, values and ethos | X |  |
| * A sincere commitment to safeguarding and promoting the welfare of children and young people. | x |  |