NOTTING HILL PREPARATORY SCHOOL

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ADMIN@NOTTINGHILLPREP.COM

Person Specification – School Secretary

The successful candidate will be required to provide administrative support. He or she will be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications and experience

Excellent written and oral English
Strong secretarial and computer skills, including Microsoft Office suite

Personal attributes

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures.
- Suitability to work with children*.
- Good communication skills – the ability to listen and communicate ideas to colleagues and pupils is essential, as is the ability to liaise with parents and other professionals.
- Excellent interpersonal skills with the ability to build strong relationships at all levels.
- Ability to work on your own or as part of a team, with a positive and accommodating attitude
- Adaptable to changing circumstances and new ideas.
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence.
- Self motivated with a high level of organisational skills.
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively.
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement.
- Personal concern and interest in welfare and development of children.
- Values diversity and the unique place and contribution every individual makes to the learning community.
- Demonstrate professionalism, loyalty, integrity and diplomacy when dealing with others.
- Sense of humour.
- A commitment to supporting the wider life of the school, such as after-school activities.

* *The interview will also explore issues relating to safeguarding and promoting the welfare of children.*