

Person Specification - School Secretary

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good academic record including Maths and English GCSE Grade C (or equivalent) or above 	<ul style="list-style-type: none"> • Grade A or B in both English and Maths GCSE or equivalent • Good higher or further education qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • General administration experience • Excellent IT skills – experience with Microsoft packages and website maintenance • The ability to use online systems and other technology such as photocopier, scanner etc • Experience of cash handling and understanding of basic budget monitoring • Experience of working in a busy reception/office environment 	<ul style="list-style-type: none"> • Experience of working within a school environment • Experience of working with SIMS/FMS and other school-related packages • Knowledge and understanding of policies and codes of practice
Personal	<ul style="list-style-type: none"> • Friendly and approachable • Good team player • Hardworking, flexible and motivated • The ability to work independently and use own initiative • Excellent all-round communication skills • Confidentiality and sensitivity • Able to manage and prioritise own workload in a very busy, ever-changing environment • Dedicated to the welfare and safeguarding of children • Good time-management skills • Commitment to undertaking professional development • High level of accuracy and attention to details in all aspects of work 	<ul style="list-style-type: none"> • A good understanding of the workings of a school