



Person Specification

Job Title: School Secretary

Attributes	Essential	Preferred
Education / Qualifications	<p>Essential: Educated to GCSE level with Maths and English at Grades A*-C or equivalent.</p> <p>Word Processing/ Secretarial Skills RSA II or equivalent.</p> <p>Proficient in MS Office Word and Excel.</p>	<p>Preferred: RSA III or equivalent in Word Processing/ Secretarial Skills.</p>
Experience	<p>Essential: Minimum of 3 years office experience.</p> <p>Experience of undertaking a range of administrative tasks.</p>	<p>Preferred: Experience of working in a school office.</p> <p>Experience of Arbor.</p>
Skills / Knowledge / Aptitude	<p>Essential: Good interpersonal skills.</p> <p>Good standard of ICT skills.</p> <p>Good organisational skills.</p> <p>Ability to solve problems on a day to day basis.</p> <p>Ability to work with minimal supervision and to act on own initiative.</p>	<p>Preferred: Not applicable.</p>

	<p>Ability to cope with conflicting demands, deadlines and interruptions.</p> <p>Empathy with children and young people.</p>	
Motivation	<p>Essential: Willingness to be flexible.</p> <p>Willingness to undertake further training as appropriate.</p>	Preferred: Not applicable
Physical	Essential: Not applicable.	Preferred: Not applicable
Other	<p>Essential: Must be fluent in the English language in accordance with the Immigration Act 2016.</p> <p>Willingness to undertake First Aid training</p>	<p>Preferred: Interview.</p> <p>Current First Aid certificate</p>