SCHOOL SECRETARY 

Person Specification

The minimum level of experience and skills are outlined below as essential. Applicants that can offer any of the desirable indicators in addition to the minimum requirement will be at an advantage. It is unlikely that candidates unable to demonstrate the essential criteria will be selected for short-listing.

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| **Abilities, Knowledge and Skills** | Essential | Desirable |
| Excellent secretarial skills | ✓ |  |
| Good oral and written communication skills | ✓ |  |
| Experience of Microsoft Office with ability to work with Word, Excel and PowerPoint | ✓ |  |
| SIMS experience |  | ✓ |
| Good telephone manner | ✓ |  |
| Logical and clear thinking organisational skills | ✓ |  |
| Understanding the importance of confidentiality & diplomacy | ✓ |  |
| Ability to be flexible and manage time effectively | ✓ |  |
| Willing to work as part of a team | ✓ |  |
| Have a good sense of humour | ✓ |  |
| Appropriate knowledge of First Aid |  |  ✓ |
| Experience |  |  |
| Secretarial support to Manager and/or a team of staff  | ✓ |  |
| General office duties | ✓ |  |
| Previous experience in a School Office |  |  ✓ |
| Qualifications  |  |  |
| Educated to at least GCSE level, grade C and above in English and Maths  | ✓ |  |
| Formal secretarial or equivalent training |  | ✓ |