



**SCHOOL SECRETARY (JUNIOR SCHOOL) - PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications and Achievements</b>	<p>Experience of working in an office</p> <p>Basic level of numeracy &amp; literacy</p>	<p>Basic First Aid (relevant training will be provided)</p>
<b>Knowledge and Experience</b>	<p>An understanding of safeguarding (relevant training will be provided)</p>	<p>Experience of a school setting</p> <p>Knowledge of Health &amp; Safety procedures (relevant training will be provided)</p> <p>Dealing with parents queries and issues effectively</p>
<b>Skills and Abilities</b>	<p>Excellent attention to detail</p> <p>Organisational skills</p> <p>ICT literate</p> <p>Ability to communicate to a variety of groups from children to parents and senior managers</p>	
<b>Attributes/Qualities</b>	<p>Develop positive relationships with staff, pupils and parents</p> <p>Affinity with young children</p> <p>Work individually and as a member of a team</p> <p>Solution focused and a flexible approach to work</p> <p>Punctuality and good time management.</p> <p>Professional appearance and manner</p>	<p>Able to use own initiative</p> <p>Open to new ideas and willing to try different working practices</p> <p>Willingness to undertake professional development</p>