

School/College Secretary Person Specification

Job Title: SCHOOL/COLLEGE SECRETARY

Job Vacancy No:

Establishment:

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
1 Knowledge of what constitutes good office practice	✓	
2 Knowledge of safe working practice	✓	
Skills and Abilities		
1 Ability to attend work punctually and reliably	✓	
2 Ability to communicate effectively, verbally and in writing, with a wide range of other people	✓	
3 Ability to organise own time to deal with set tasks effectively	✓	
4 Ability to produce good quality work and maintain positive relationships with other staff whilst working in a busy environment	✓	
5 Ability to deal with all external callers in a welcoming and helpful manner	✓	
6 Ability to deal appropriately with new or difficult situations	✓	
7 Ability to use current versions of Microsoft Office applications competently (Word, Excel, Outlook)	✓	
8 Ability to type quickly and accurately	✓	
9 Ability to comply with prescribed company procedures as well as contributing to developments and improvements (with the appropriate training)	✓	
10 Ability to construct appropriate responses to correspondence with minimal guidance	✓	
11 Ability to maintain efficient systems for the storage and easy retrieval of information (paper and computer-based) (with the appropriate training)	✓	
12 Ability to use a range of office equipment	✓	
13 Ability to ensure that appropriate levels of confidentiality are maintained	✓	
Qualifications		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	✓	



	<u>Essential</u>	<u>Desirable</u>
2 NVQ level 2 in Administration (may achieve this whilst in post)		✓
3 Recognised typing/word processing qualification	✓	
4 Minimum of GCSE English and Maths (or ability to prove competence at equivalent level)	✓	
<u>Experience</u>		
1 Experience of working as an effective team member in an office environment	✓	
2 Experience of using a range of office equipment	✓	
3 Experience of dealing with information in a variety of formats (written, verbal, electronic, charts, graphs accounts etc)	✓	