



## Person Specification: School Secretary and Receptionist

	Essential	Desirable
<b>Education/Qualifications</b>		
➤ A good level of general education – A level or equivalent	X	
➤ Training in use of MS Office		X
<b>Experience</b>		
➤ Within a School office		X
➤ Administration work	X	
<b>Skills, Aptitudes, Attributes</b>	<b>Essential</b>	<b>Desirable</b>
➤ Very well organized, able to plan and prioritise effectively	X	
➤ Excellent attention to detail and ensures tasks are completed	X	
➤ Articulate and well-spoken, able to communicate clearly, appropriately and effectively, both in person and in writing	X	
➤ Confident with MS Office applications, Outlook, Word and Excel in particular	X	
➤ Confident with using database reports for administrative purposes (reports from iSAMS converted into Excel)	X	
➤ Excellent interpersonal skills	X	
➤ Ability to work proactively and on own initiative	x	
➤ Resilience and energy: able to handle a busy and workload, flexible and adaptable, calm under pressure.	x	
➤ Professional approach at all times	X	
➤ Calm manner	X	
➤ Strong teamwork skills, understands when to escalate issues and consult with others.	X	
➤ Honesty, integrity and discretion	x	
➤ Flexible, adaptable and pragmatic	x	
➤ Smart and professional appearance	x	
<b>Knowledge and other</b>		
➤ Knowledge of iSAMS		X
➤ Understanding of the private school environment, values and ethos	X	
➤ A sincere commitment to safeguarding and promoting the welfare of children and young people.	x	