

Policy Document No: Per 1.1.2

School/Village Secretary Person Specification

Job Title: SCHOOL/VILLAGE 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	✓	
<u>Skills and Abilities</u>		
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	✓	

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	<u>Essential</u>	<u>Desirable</u>
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 | ✓ | |
| 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) | ✓ | |

Experience

- | | |
|--|---|
| 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) | ✓ |

Person Specification prepared by HR Department

Date: 25/02/10