

**Policy Document No: Per 1.1.2**

Senior School/Village Secretary Person Specification

**Job Title:** SENIOR SCHOOL/VILLAGE SECRETARY

**Job Vacancy No:**

**Establishment:**

	<u>Essential</u>	<u>Desirable</u>
<b><u>Knowledge</u></b>		
1 Knowledge of what constitutes good office practice	✓	
2 Knowledge of basic principles of people management	✓	
3 Knowledge of key aspects of Health and Safety legislation as it applies to an office environment	✓	
<b><u>Skills and Abilities</u></b>		
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 manage own time to deal with multiple tasks effectively	✓	
4 Ability to lead a busy environment to provide both efficiency and positive relationships with staff from other departments	✓	
5 Ability to take decisions and action on basis of own initiative	✓	
6 Ability to allocate and monitor the administrative and reception work of other Admin staff to ensure that it meets the required standards	✓	
7 Ability to carry out supervisions and appraisals, which leads to motivated staff and improved performance	✓	
8 Ability to plan and organise meetings and events		✓
9 Ability to contribute to the development of administrative and communication systems		✓

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	<u>Essential</u>	<u>Desirable</u>
<b>10 Ability to construct appropriate responses to correspondence with minimal guidance</b>	✓	
<b>11 Ability to set up and maintain efficient systems for the storage and easy retrieval of information (paper and computer-based)</b>	✓	
<b>12 Ability to record spending and monitor financial budgets</b>		✓
<b>13 Ability to type quickly and accurately (from audio tape where appropriate)</b>	✓	
<b>14 Ability to use current versions of Microsoft Office applications competently (Word, Excel, Outlook)</b>	✓	
<b>15 Ability to produce accurate and prompt minutes of meetings</b>		✓
<b>16 Ability to ensure that appropriate levels of confidentiality are maintained</b>	✓	

**Qualifications**

<b>1 No criminal record including convictions, cautions, reprimands, bindings or warnings over which may be relevant to the safety and welfare of people who use our services or staff</b>	<b>As assessed by Head/Manager</b>
<b>2 NVQ level 3 in Administration (may achieve this whilst in post)</b>	✓
<b>3 Recognised typing/word processing qualification</b>	✓
<b>4 Minimum of GCSE English and Maths (or ability to prove competence at equivalent level)</b>	✓

**Experience**

<b>1 Experience of working as an effective team member in an office environment</b>	✓
<b>2 Experience of organising multiple tasks and managing own time</b>	✓
<b>3 Experience of managing a range of information</b>	✓