



**PERSON SPECIFICATION**

**Secretary**

	<b>Essential criteria</b>	<b>Desirable criteria</b>
Experience	<ul style="list-style-type: none"> <li>• Secretarial/typing to a high standard.</li> <li>• Previous experience in an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with young people.</li> <li>•</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Minimum GCSE Grade C or Grade 5 or equivalent in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• A-Levels or equivalent.</li> <li>• Recognised qualification in typewriting/word processing.</li> <li>• First Aid qualification.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Advanced skills using Word, Excel, Publisher, Outlook and Powerpoint.</li> <li>• Fast, accurate typing. Minimum 55wpm typing speed.</li> <li>• Good telephone manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS.</li> <li>• Microsoft Office suite.</li> <li>• Knowledge of Google suite.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Confident with IT and computer packages.</li> <li>• Accurate, with good attention to detail.</li> <li>• Flexible approach to work and task management,</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to identify work priorities, use initiative and manage own workload.</li> <li>• Ability to respond proactively to problems and deadlines.</li> <li>• Strong communication skills, both written and verbal, with all levels of people.</li> <li>• Well organised and tidy.</li> <li>• Friendly, approachable manner.</li> <li>• Willingness to learn new skills.</li> <li>• Discrete, calm and tactful.</li> <li>• Self-motivated.</li> <li>• Willing to support the work of others at busy times.</li> </ul>	