

ST. WALBURGA'S CATHOLIC PRIMARY SCHOOL

PERSON SPECIFICATION

Post Title: Secretarial Assistant

Reporting to: 1: Headteacher
2: School Business Manager

Grade: Grade 3 points 4 - 6

		✓ as appropriate	
		Essential	Desirable
Qualifications/Training The qualifications and/or training required to undertake the role.			
1. Good standard of written and spoken English 2. 5 GCSE qualifications or equivalent, to include Maths and English 3. Experience of an office environment 4. Have good I.T. skills 5. Competent using computers including Microsoft Office (Word & Excel) 6. Qualification in typing/word processing 7. First Aid Training		✓ ✓ ✓ ✓ ✓	✓ ✓
Experience The level of experience required and/or length of time the post holder will have been required to have undertaken the item specified.			
1. Experience of working in an office environment, including use of computers 2. Experience of working in a school environment 3. Experience of working with MIS & and school communication platforms		✓	✓ ✓
Knowledge The knowledge and understanding the post holder must have.			
1. An understanding of the varied needs of a busy office environment 2. Competent typist 3. Strict adherence to data protection laws (GDPR) and school safeguarding policies.		✓ ✓	✓
Skills/Abilities The level of skills or ability required to undertake the item specified.			
1. Ability to work as part of a team 2. Ability to be flexible to the needs of a very busy working environment 3. Ability to communicate with children and adults 4. Self motivated with the ability to take initiative when required 5. Ability to multi task and use time effectively 6. Good interpersonal skills 7. Good telephone manner 8. Good time management skills		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other Any other competencies required to undertake the role.			
1. To support the school's Christian ethos 2. To be able to maintain confidentiality 3. To be polite and professional at all times 4. To be reliable and trustworthy 5. Maintain a sense of humour 6. Be patient 7. Be a good time keeper		✓ ✓ ✓ ✓ ✓ ✓ ✓	