

**Castleside Primary School**

**POST OF SCHOOL SECRETARY GRADE 5**

**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA IS ASSESSED** |
| **EDUCATION/ QUALIFICATIONS** | * Minimum of 5 GCSEs or equivalent A-C grade including Maths and English * NVQ Level 3 in administration or equivalent or relevant equivalent qualification such as CSBM. * Use of Word Processing, and other Office Programmes. | * Certificate in School Administration * Additional qualifications specific to secretarial/admin/IT | Application Form  Certificates |
| **EXPERIENCE** | * Experience of SIMS and FMS systems * Experience in an administrative / financial setting * Experience of establishing and maintaining administrative systems * Experience of working in an admin role within a school environment | * Experience of personnel, cover etc. * Experience of taking minutes at meetings | Application Form  References  Interview |
| **SKILLS / KNOWLEDGE** | * A range of IT skills including the use of e-mail * Ability to listen sensitively and deal with people in a sympathetic and tactful way * Ability to communicate effectively both orally and written using a variety of media * Ability to correspond and liaise with external agencies * Ability to demonstrate use of own initiative * Ability to work as a member of a team * Ability to prioritise, plan and organise work/tasks both in advance and with short notice * Excellent literacy and numeracy skills * Confident word processing/typing skills * Ability to manage time effectively and work to deadlines | * Knowledge of Local Government procedures specific to schools * Knowledge of website maintenance | Application Form  References  Interview |
| **PERSONAL QUALITIES** | * Organised and efficient * Enthusiastic, self-motivated * Pleasant manner when dealing with colleagues, pupils, parents, visitors and Governors * Confidentiality * Tactful, discreet * Flexible approach to work * Punctual | * Willingness to undergo further training | Application Form  References  Interview |