

**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
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| **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
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| **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
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| **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 FormReferencesInterview |