

# WOODFIELD SCHOOL PERSON SPECIFICATION



**JOB TITLE: School Secretary**

1. EXPERIENCE AND QUALIFICATIONS	Essential	Desirable	Method of Assessment
Good basic education to GCSE standard or equivalent	✓		Application Form Interview References Certificates
Excellent communication skills, both verbal and written	✓		
Good IT skills – use of Microsoft Word, Excel, Publisher and Outlook	✓		
Use of Arbor Data Management System		✓	
Good typing skills	✓		
Good secretarial skills	✓		
2. KNOWLEDGE AND UNDERSTANDING, SKILLS AND ATTRIBUTES			
Be aware of and comply to the policies and procedures relating to child protection, safety and security, and confidentiality – committed to keeping children safe	✓		Application Form
Personal enthusiasm for and commitment to the learning process	✓		
Understand and embrace the school ethos	✓		
Ability to show initiative in a range of situations	✓		Interview
Ability to work with sensitivity and respect	✓		
The ability to work effectively as part of a team	✓		
Awareness of Data protection and confidentiality	✓		References
A commitment to home school links and the value of warm, welcoming ethos for children and adults alike.	✓		
3. PERSONAL SKILLS AND ATTRIBUTES			
Good level of communication skills (written and verbal)	✓		Application Form
Excellent interpersonal skills	✓		
Committed to safeguarding and promoting the welfare and wellbeing of children	✓		
Able to fit into and work with the current team	✓		
Empathy for colleagues & pupils	✓		
Personal resilience and the ability to support others	✓		
Enthusiastic, hardworking, dedicated and loyal	✓		
Ability to remain calm, positive and approachable in the face of difficulties	✓		Interview
Ability to produce accurate work	✓		
Open minded and creative	✓		
Self-confidence and presence	✓		References
Energy, determination and perseverance	✓		
Punctuality, reliability and integrity	✓		
Well organised and committed to high standards	✓		
Friendly and approachable	✓		
Have a sense of humour	✓		
Smart in appearance	✓		
Co-operative, flexible & responsible	✓		References
Ability to work flexibly to meet the needs of the school	✓		
Committed to continuous school improvement	✓		
Willing to contribute to the wider life and ethos of the school	✓		