

## Person Specification

### Secretary/Receptionist/June 2017

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE or equivalent Maths and English or relevant experience	Secretarial qualification or Diploma
<b>Knowledge</b>	Good working knowledge of Microsoft Products (Word, Excel, Powerpoint and Outlook)	Experience of ISAMS or school data management system
<b>Experience</b>	Previous secretarial and reception experience	School Environment
<b>Skills and Aptitudes required</b>	Min 50 wpm typing Accurate typing skills	
<b>Personal Qualities required</b>	Teamwork Flexible & Adaptable Planning & organising – ability to prioritise work and manage conflicting priorities Good communication skills – both written and oral Strong Customer Service Skills Confidentiality, tact and diplomacy Initiative	An interest in education and schools