**PERSON SPECIFICATION St Mary’s C of E Primary School Penzance**

**Job Title:** School Secretary

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | Good practical knowledge, skills and experience of working in an office environment.  Practical experience of word processing, e-mail & other office electronic applications. | Experience of working within a school/ college environment.  Experience of SIMS. | Application form/ interview |
| **Education & Training** | Attainment of GCSE’s or equivalent (educated to level 2 standard) to include Maths & English. | Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE).  OCR level 2/3. | Application form |
| **Special Knowledge & Skills** | Good typing and word processing skills.  Good oral & written skills.  Good organisational skills.  Good communication skills. | Knowledge of book keeping and maintaining accounts.  Knowledge of electronic display & presentation formats. | Application form/ interview  Typing/word processing test |
| **Any Additional Factors** | Excellent personal presentation.  Professional, tactful & sensitive.  Discreet & confidential  Ability to work on own initiative and within a team.  Enjoys working with young people.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. |  | Interview |