Barrington C of E Primary School

Haslingfield Road, Barrington, CB22 7RG

**Headteacher: Mrs A Richards**

**Person Specification**

**POST TITLE:** School Secretary

**RESPONSIBLE TO:** Headteacher

**PURPOSE OF JOB*:*** To support the school in attaining its aims and objectives by providing and effective secretarial and administrative service within the school.

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|  | Essential | Desirable |
| Qualifications | * GCSE Grade C or above, or equivalent, in both English and Maths | * First Aid |
| Experience | * Experience of working in a school * Experience of working as a team * Experience in using Microsoft Office | * Experience in using school systems |
| Knowledge & Understanding | * Excellent written oral and communication skills * Confidentiality * Ability to work under pressure * Awareness of security/Health & Safety issues | * Knowledge of SIMS * GDPR Compliance * Understanding of statutory requirements or legislation concerning safeguarding, children protection and inclusion |
| Personal Qualities | * Friendly manner and sense of humour * Positive attitude * Adaptable and flexible * Excellent time management and organisational skills * Ability to meet and greet visitors in a welcoming manner * Empathetic to the range of needs in our community * Willingness to undertake any relevant training |  |