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
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| Experience | * Experience of working in a school
* Experience of working as a team
* Experience in using Microsoft Office
 | * Experience in using school systems
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| 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
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| 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
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