

Ripplevale School
School Secretary - Person Specification

| Description | Essential | Desirable | Evidence |
|---|---|--|---------------------------|
| Qualifications | Good level of education to include GCSE / English and Mathematics or equivalent. | Further education qualification/s in relevant fields | Application and Interview |
| Experience, skills and knowledge | <p>Experience of working in a busy office environment</p> <p>Experience in managing and maintaining accurate records and filing systems</p> <p>Ability to build and form good relationships with students, colleagues and other professionals</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities</p> <p>Good organisational skills</p> <p>Good keyboard skills/word processing</p> <p>High level of interpersonal skills</p> <p>Ability to work independently as well as collaboratively</p> <p>Good verbal and written communication skills</p> <p>Ability to proficiently use Microsoft Office computer software including Outlook, Word, Excel</p> | <p>Experience of working in a school or similar role</p> <p>Experience in using SIMs or other data management programmes</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as School Governance, Freedom of Information Act, UKGDPR etc.</p> <p>Experience administering medication or first aid</p> <p>PowerPoint, Google Docs</p> | Application Interview |
| Personal Qualities | <p>Ability to prioritise one's own workload</p> <p>Able to work flexibly, professionally, honestly and loyally to support others</p> <p>Resilience, the ability to work under pressure and be able to meet deadlines</p> <p>Ability to deal with confidential matters and materials in a sensitive and appropriate manner</p> <p>Proven ability to think both strategically and creatively to prioritise tasks</p> | | Interview |

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.



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| | <p>Desire to enhance and develop skills and knowledge through CPD</p> <p>Evidence of excellent attendance and punctuality record</p> <p>Recognition of the importance of personal responsibility for Health & Safety</p> <p>Commitment to the school's ethos, aims, and its whole community</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> | | |
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