



Saint Ambrose College

School Secretary

Person Specification / Selection Criteria

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded.

The applicant will be required to safeguard and promote the welfare of children and young people.

Person Specification	Evidence of:	Essential or Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of written and oral language skills. • GCSE English and Maths at Grade 4 or above (or equivalent) • Degree or equivalent qualification • Evidence of relevant administrative or professional qualifications, or equivalent experience • Commitment to undertake Safeguarding training requested by School • First Aid qualification or working towards • Evidence of continued professional development • Right to work in the UK 	E E D D E E D E
Experience	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical and administrative duties • Ability to work professionally and diligently under supervision • Working as part of a team as well as on your own initiative • Using IT systems and Microsoft suite to comply with your role • Support improvement practices for efficiency • Works well in a team and/or independently • Working within an educational context 	E E E E E E D
Knowledge and understanding	<ul style="list-style-type: none"> • Competent in the use of ICT packages, including word processing and computerised systems • Understanding of school policy and safeguarding procedures. • Ability to use relevant office equipment effectively in relation to job role • Communicates well orally and in writing • Knowledge of school information packages and systems eg MIS and communications systems 	E E E E D
Skills and abilities	<ul style="list-style-type: none"> • Approachability to staff, students and visitors • Excellent communication/administration skills • Good customer care skills • Ability to communicate effectively both orally and in writing especially with students, parents, school staff and visitors • Ability to use IT systems effectively in line with job role. • To use initiative and be proactive, reporting to the Office Manager • Ability to work under pressure and multi-task • Ability to support the school ethos • Willingness to progress continuing professional development • Knowledge of educational setting 	E E E E E E E E D D
Personal qualities	<ul style="list-style-type: none"> • Professional, approachable, and calm under pressure • High level of integrity and confidentiality • Flexible and willing to support the wider life of the College 	E E E
Safeguarding	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people 	E
Ethos	<ul style="list-style-type: none"> • To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition 	E